



## ULSTER UNIVERSITY RETENTION AND DISPOSAL SCHEDULE

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Custodian	Office of the University Secretary Data Protection and Information Compliance Unit
Approved by	
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<b>Changes to previous version</b>
<ul style="list-style-type: none"><li>• Updating of record types and retention periods in line with JISC</li><li>• Addition of new record types in line with JISC and the University ROPA</li><li>• Reorganisation of schedule in line with the current University structures.</li><li>• All record types and retention periods now searchable using an online tool.</li></ul>

## Introduction

This Records Retention and Disposal Schedule (the “**Schedule**”) sets out the retention and disposal requirements for records within Ulster University (the “**University**”). This Schedule is an essential component of the University’s records management programme and forms part of the overall University Records Management Policy (the “**Records Policy**”), which should be read in conjunction with the Schedule and accessed here:

[https://www.ulster.ac.uk/\\_data/assets/pdf\\_file/0010/687124/Records-Management-Policy.pdf\\_nocache](https://www.ulster.ac.uk/_data/assets/pdf_file/0010/687124/Records-Management-Policy.pdf_nocache)

Reference to a “record” within this Retention and Disposal Schedule shall mean any information or data created, received, and maintained as evidence and retained by the University in pursuit of its legal obligations or pursuant to its activities. The records may comprise personal data, as defined within the Data Protection Act 2018 and non-personal data. These records may be in any form, that being either electronic or traditional hardcopy format.

The Retention and Disposal Schedule shall ensure that records are retained for as long as may be required for operational or business needs or to fulfil any statutory obligations. Further, it shall ensure that when no longer required, records are disposed of in a documented, timely and appropriate manner in an approach that is consistent across the entire University. It shall be implemented by the University staff, which for the purposes of this Schedule includes employees, temporary and agency workers, contractors and all other third-party users (“**University Staff**”).

This Schedule was reviewed in 2025 and has been developed following the model retention schedule for Higher Education Institutions developed by the Joint Information Systems Committee, which may be found along with supporting documents on-line at:

<https://www.jisc.ac.uk/guides/records-retention-management>

## Relevant Legislation

The following legislation (as amended from time to time) will apply to the University and its treatment of any records:

- Public Records Act (NI) 1923
- Disposal of Documents Order (NI) 1925
- The Public Records Act 1958
- The Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 2018
- UK General Data Protection Regulation
- Audit and accountability legislation.
- Employment legislation

## Purpose, Aims and Scope of the Schedule

The purpose of this Schedule is to:

- Enable the University to meet the legal and regulatory obligations under the above referenced legislation
- Manage the lifecycle of records from creation to completion and eventual destruction/ Deletion

- Comply with our data protection obligations, in particular to keep personal data no longer than is necessary for the purposes for which it is processed, being the storage limitation principle.
- Manage risk and avoid potential liabilities of retaining records unnecessarily.
- Identify the minimum period for which records should be retained.
- Outline the action required when the minimum retention period has been reached.
- Provide a basis for consistent action across the University for the treatment of all University records.

The aims of this Schedule include:

- The promotion of control over the University's records
- Enabling University employees to confidently dispose of records which are no longer needed.
- Ensuring retention of the minimum volume of records as consistent with space, time and cost efficiencies

Moreover, the scope of this Schedule is across all records created, captured, maintained, used or destroyed by the University across its core activities of research, learning, teaching and all supporting activities which it undertakes

## How to use the Retention and Disposal Schedule

The retention and disposal schedule takes a business approach following the current organisational structure of the University. Each section of the schedule has a header title indicating the business area/ directorate followed by a table detailing the types of records held within the individual departments.

<b>Table Header</b>	<b>What it means/ action to take</b>
Record Description	The specific type of record held within the business area (hard copy, digital or other form).
Category	The category that the type of record relates to e.g. Finance related, Operations and Procedures.
Trigger Event	This is the point where you take the appropriate action e.g. Financial year end.
Retention Policy	<p>This is the length of time the records should be retained for before you take action e.g. End of academic year, End of financial year.</p> <p>Retention periods are based upon the specific business needs of the University in addition to the regulatory environment within which the University operates. The retention period for each record is calculated from either the point the record is created or closed.</p>
Disposal Method	<p>What you should do at the end of the retention period. There are two options on the Retention and Disposal Schedule.</p> <ul style="list-style-type: none"> <li>• Destroy/ Delete</li> <li>• Move to Archive</li> </ul>

	See <a href="https://www.ulster.ac.uk/_data/assets/pdf_file/0010/687124/Records-Management-Policy.pdf_nocache">https://www.ulster.ac.uk/_data/assets/pdf_file/0010/687124/Records-Management-Policy.pdf_nocache</a> for further information on the disposal procedures for paper and electronic records, off-site storage and move to archive procedures.
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## Electronic and Hard Copy Records

Whilst the retention and disposal requirements by record type are the same, the method of retention and disposal will be different between hardcopy records and electronic records.

Where paper records are stored in an off-site location, the record owner will receive notification from [recordsmanagement@ulster.ac.uk](mailto:recordsmanagement@ulster.ac.uk) 1 month prior to the retention date. It is the record owner's responsibility to ensure that the records are reviewed and authorised for destruction at the expiry of the retention date.

A small number of records will have no significant importance and should be deleted/destroyed as soon as they serve their purpose, they will not be included in the Retention and Disposal Schedule.

Emails can form part of the University's corporate record and, therefore, are subject to its records management and retention policies. Email should not be used for storing University records. Emails should be treated as records and are subject to the records management policies and procedures, the retention dates should be dependent on the record type they relate to. Good practice is to- Open, read- file/ action or delete.

Many emails will have no importance and should be deleted once they have been read or actioned. Where an email message is to be retained for administrative or reference purposes, it should be moved to the relevant folder for the record type it relates to, these email messages should then be deleted.

See [https://www.ulster.ac.uk/\\_data/assets/pdf\\_file/0010/687124/Records-Management-Policy.pdf\\_nocache](https://www.ulster.ac.uk/_data/assets/pdf_file/0010/687124/Records-Management-Policy.pdf_nocache) for further information on the disposal procedures for paper and electronic records, off-site storage archive procedures.

## Roles and Responsibilities

All University Staff are responsible for documenting their actions and decisions, and for maintaining the records in accordance with this Schedule, the Records Management Policy and University practices.

All University records should be filed in the appropriate folder to enable them to be located, retrieved and seen as part of the business process.

Paper records stored on campus should be kept securely, ideally in a locked filing cabinet in a locked office or store and disposed of in accordance with this schedule.

The Head of the originating Department or Faculty has the primary responsibility, as Information Asset Owner, for: identifying record types; marking records (visibly or electronically) with type, retention, and disposal dates; and actual retention and disposal.

The University Secretary in consultation with the Data Protection Officer has overall responsibility for ensuring that each department complies with the requirements of legislation affecting the management of records, and with any supporting regulations and codes.

It is recommended that records are reviewed periodically to ensure information is not retained for longer than necessary and that the appropriate actions are taken as stated in the schedule.

### **Retention and Disposal Checker Online Tool**

Record types and their retention periods can also be found and searched using the online tool at the link below (Only available to staff and Students).

<https://www.ulster.ac.uk/isd/schedule-checker>

**If you cannot find the records you work with or need to add a new record type with, please contact [recordsmanagement@ulster.ac.uk](mailto:recordsmanagement@ulster.ac.uk)**

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## Vice Chancellor's Office

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Meeting Papers	Meeting papers	Academic year end	Retain for 10 years	Destroy/ Delete
Policies and procedures	Operations & Procedures	Record Superseded	Retain until superseded + 10 years	Destroy/ Delete
Records documenting the planning and impact/results of corporate events.	Events	Action Completion	Retain from completion of event + 3 years	Destroy/ Delete
Records documenting the organisation and administration of corporate events.	Admin	Action Completion	Retain from completion of event + 1 year	Destroy/ Delete
Records documenting the organisation and administration of official visits.	Events	Academic year end	Completion of visit + 1 year	Destroy/ Delete
Records documenting the process of inviting, receiving and considering nominations for honorary awards.	Awards and Prizes	Academic year end	Conferment of award + 1 year	Destroy/ Delete
Records documenting offers of honorary awards and responses received.	Awards and Prizes	Academic year end	Conferment of award + 1 year	Destroy/ Delete
Records documenting the organisation of award ceremonies.	Events	Academic year end	Completion of ceremony + 1 year	Destroy/ Delete
25@25 Leadership Programme - Applicants		Academic year end	Retain from completion of application process + 1 year	Destroy/ Delete
25@25 Leadership Programme - Participants		Academic year end	Retain until completion of programme + 6 years	Destroy/ Delete
Records documenting contracts held with 3rd parties	Contracts and Agreements	End of Contract	Retain until end of contract + 6 years	Destroy/ Delete
Records documenting the notification of awards to students and the issue of awards certificates.	Awards and Prizes	Academic year end	Conferment of award + 1 year	Destroy/ Delete
Records documenting the institution's media contacts		Record superseded	Retain until superseded	Destroy/ Delete
Records documenting the planning and organisation of media briefings		Action Completion	Retain from date of briefing + 1 year	Destroy/ Delete



Transcripts of media briefings/ interviews		Action Completion	Retain from date of briefing/ interview + 5 years	Destroy/ Delete
Records documenting the planning and organisation of media interviews		Action Completion	Retain from date of interview + 1 year	Destroy/ Delete
Press releases		Calendar Year End	Retain for current year + 5 years	Destroy/ Delete
Press cuttings		Record Creation	Retain from creation of record + 1 year	Destroy/ Delete
Records documenting media enquiries, the internal handling of these enquiries and responses provided		Action Completion	Retain from last action on enquiry + 3 years	Destroy/ Delete
Records documenting the monitoring and analysis of media coverage of the institution		Calendar Year End	Retain for current academic year +5 years	Destroy/ Delete
Government Communications Management- Political Representatives		Action Completion	Retain from last action on case + 6 years	Destroy/ Delete
Stakeholder Engagement Records		Action Completion	Retain until end of relationship	Destroy/ Delete

## Deputy Vice Chancellor's Office

### Faculty / School Records

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Committee Papers	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/ Delete
Completed Exam Scripts	Student Related	Exam Completion	Retain until completion of exam + 6 months	Destroy/ Delete
EC1 Forms	Student Related	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete
External Examiner Liaison	Examiner Related	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete
Policies and Procedures	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Student Placement/ Student Nursing Placement Reports	Student Related	Academic Year End	Retain until completion of student's module or programme + 1 year	Destroy/ Delete
Patient Files (Optometry Clinic Coleraine / Podiatry Clinic Magee)	Patient Related	Academic Year End	Retain for academic year + 10 years if patient is >16 years; Retain for academic year + 25 years if patient is < 16 years	Destroy/ Delete
Student Access NI Documents	Student Related	Academic Year End	Retain until completion of student's module or programme + 6 years	Destroy/ Delete
Student Records	Student Related	Academic Year End	Retain until completion of student's module or programme + 6 years	Destroy/ Delete
Student Attendance Records	Student Related	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete

## Global Engagement

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Agent Agreements	Agents	End of Contract/Relationship	Retain from termination of contract + 5 year	Destroy/ Delete
Agreements with Partner Institutions (IDTA) (Non IDTA)	Contracts and agreements	End of Contract / Relationship / Programme	Retain until termination of contract + 10 years	Destroy/ Delete
Committee Papers/ Working Group Papers	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/ Delete
Documentation Relating to International Student Mobility	Student Related	End of Contract / Relationship / Programme	Retain for duration of funding project + 6 years	Destroy/ Delete
International Business Policies and Procedures	Operations & Procedures	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
Risk Registers	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/ Delete
Strategy & Operational Documentation Records	Operations & Procedures	End of Project	Retain for duration of Strategic/operational plan + 6 years OR until superseded + 6 years.	Destroy/ Delete
Project Documentation Records	Projects	End of Project	Retain for duration of project + 10 years	Destroy/ Delete
Project Process Mapping Records	Projects	End of Project	Retain for duration of project and 10 years	Destroy/ Delete
International GECKO Records	Student Related & agents	Action Completion	Retain until completion of admissions cycle + 1 year	Destroy/ Delete
Student Ambassador Records	Student Related	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete
Overseas English Language Testing Files	Student Related	Academic Year End	Retain until completion of Student's module or programme + 6 years	Destroy/ Delete
Foreign School Programme Documentation (US Fed Aid)	Student Related	Academic Year End	Retain for current academic year + 6 years.	Destroy/ Delete
Contractual Documentation: The negotiation, Establishment and Review of Contracts and Agreements between the Institution and Third Parties	Contracts and agreements	End of Contract / Relationship / Programme	Retain until termination of contract + 10 years	Destroy/ Delete
International Admissions Records	Student Related	Academic Year End	Unsuccessful applicants retain for admissions cycle plus 1 year. Enrolments retain for duration of course	Destroy/ Delete

			Successful student applications retain for duration of student relationship plus 6 years	
Uniquist Conversion partner Records	Student Related	Action Completion	Retain until end of recruitment cycle + 1 year	Destroy/ Delete
In-country consultant Records	Student Related	Action Completion	Retain until end of each full recruitment cycle + 1 year	Destroy/ Delete
UUniReady Records	Student Related	Academic Year End	Retain from 'inactive' account' plus 12 months	Destroy/ Delete
Pre-sessional/in-session English Language records	Student Related	Academic Year End	Retain until completion of Student's module or programme + 6 years	Destroy/ Delete

## Flexible Education and Widening Participation

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
FEWP Finance related records	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/ Delete
Committee Papers	Meeting Papers	End of Group / Committee	Retain for life of Committee + 5 years	Destroy/ Delete
Working Group papers	Meeting Papers	End of Group / Committee	Retain for life of steering group + 5 years	Destroy/ Delete
Steering Group Papers	Meeting Papers	End of Group / Committee	Retain for life of steering group + 5 years	Destroy/ Delete
Meeting Minutes	Meeting Papers	Record Creation	Retain for 10 years	Destroy/ Delete
FEWP Audit Records	Reports	Action Completion	Retain from completion of audit + 5 years	Destroy/ Delete
WAP Statutory Reporting Records/ DFE Reporting Records	Reports	Academic Year End	Retain for academic year + 5 years	Destroy/ Delete
DFE Tenders & Contracts	Contracts and Agreements	End of Contract / Agreement	Retain until end of tender period + 1 year (Unsuccessful, Retain until superseded/ end of contract + 5 years (Successful)	Destroy/ Delete
FEWP Project Records	Projects	End of Project	Retain from end of Project + 5 years	Destroy/ Delete
Department for the Economy Records- (Funding drawdown data, Letters of offer)		End of Course / Prog / Module	Retain from completion of apprenticeship/skills course + 7 Years	Destroy/ Delete
Apprenticeship Audit Records: Copy of Tripartite Agreement, Personal Training Plan, Employer & Training provider Checklist	Student Related	End of Course / Prog / Module	Retain from completion of apprenticeship/skills course + 7 Years	Destroy/ Delete

Apprenticeship Existing Employee Forms	Student Related	End of Course / Prog / Module	Retain from completion of apprenticeship/skills course + 7 Years	Destroy/ Delete
Apprenticeship Completion Requests & Certificate	Student Related	End of Course / Prog / Module	Retain from completion of apprenticeship/skills course + 7 Years	Destroy/ Delete
Apprentice agreement - Employer Contracts	Student Related	End of Course / Prog / Module	Retain from completion of apprenticeship/skills course + 7 Years	Destroy/ Delete
Apprentice Attendance Data	Student Related	End of Course / Prog / Module	Retain from completion of apprenticeship/skills course + 7 Years	Destroy/ Delete
Apprentice Achievement Records	Student Related	End of Course / Prog / Module	Retain Indefinitely	Move to Archive
Records documenting the development and establishment of the strategy and policies: key records.	Operations & Procedures	Superseded	Superseded + 5 years	Destroy/ Delete
Records documenting the development and establishment of the strategy, policies and procedures: working papers.	Operations & Procedures	Record Creation	Issue of document + 1 year	Destroy/ Delete
Master copies of procedures	Operations & Procedures	Record Superseded	Superseded + 3 years	Destroy/ Delete
WAP Strategic Planning Records	Operations & Procedures	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete

## Marketing and Student Recruitment

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Records documenting the development and establishment of the institution's marketing policies and strategy: key records.	Operations & Procedures	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
Marketing and Communications policies, strategy and procedures: working papers.	Operations & Procedures	Record Creation	Retain from issue of policy/ strategy/ procedures + 1 year	Destroy/ Delete
Master copies of procedures relating to marketing.	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
Image and Video- Short-Term promotional materials (Time-sensitive, limited relevance)	Operations & Procedures	Academic year end	Retain for 5-10 years	Destroy/ Delete
Image and Video- Institutional Marketing Content (Longer relevance, periodic review)	Operations & Procedures	Academic year end	Retain for 10-15 years	Destroy/ Delete

<b>Image and Video- Archival/ Historical Content (Long-term value for archives)</b>	Operations & Procedures		<b>Retain Indefinitely</b>	Move to Archive
<b>Image and Video Consent</b>	Operations & Procedures	Academic year end	<b>Retain for current academic year +6 years</b>	Destroy/ Delete
<b>Records documenting the design and development of market research tools.</b>	Operations & Procedures	Action Completion	<b>Retain from completion of research + 5 years</b>	Destroy/ Delete
<b>Market research data: aggregated data and analyses.</b>	Operations & Procedures	Action Completion	<b>Retain from completion of research + 5 years</b>	Destroy/ Delete
<b>Market research data: data relating to identifiable individuals.</b>	Operations & Procedures	Action Completion	<b>Completion of analysis of data + 3 years</b>	Destroy/ Delete
<b>Records documenting the design, implementation and review of marketing campaigns.</b>	Operations & Procedures	Action Completion	<b>Retain from completion of campaign + 3 years</b>	Destroy/ Delete
<b>Records documenting the design of the institution's corporate identity marks (logos etc.) and the development of style guides for use of these.</b>	Operations & Procedures	Record superseded	<b>Retain for the life of the University- Move to Archive</b>	Destroy/ Delete
<b>Records documenting the development, placement and impact of advertisements</b>	Operations & Procedures	Academic year end	<b>Retain for current academic year + 5 years</b>	Destroy/ Delete
<b>Records documenting the planning and impact/results of events</b>	Events	Action Completion	<b>Retain from completion of event + 3 years</b>	Destroy/ Delete
<b>Records documenting the organisation and administration of events.</b>	Events	Action Completion	<b>Retain from completion of event + 1 year</b>	Destroy/ Delete
<b>Records documenting the design and conduct of surveys</b>	Survey	Action Completion	<b>Retain from completion of survey + 5 years</b>	Destroy/ Delete
<b>Results of surveys: Summaries and analysis of responses</b>	Survey	Action Completion	<b>Retain from completion of survey + 5 years</b>	Destroy/ Delete
<b>Results of surveys: Individual responses</b>	Survey	Action Completion	<b>Retain until completion of analysis of survey responses</b>	Destroy/ Delete
<b>Digital Correspondence/ Instant Message Platform Records</b>	Operations & Procedures	Action Completion	<b>Retain for up to a maximum of 2 years</b>	Destroy/ Delete
<b>Analysis/segmentation Records</b>	Operations & Procedures	Academic year end	<b>Retain for current academic year + 1 year</b>	Destroy/ Delete
<b>Web Form Records</b>	Operations & Procedures	Academic year end	<b>Retain for current academic year + 1 year</b>	Destroy/ Delete
<b>Records of consent for future communications</b>	Operations & Procedures	Academic year end	<b>Retain for current academic year + 4 years</b>	Destroy/ Delete
<b>Market Engagement (Clearing and advice helpline records)</b>	Operations & Procedures	Action Completion	<b>Retain until end of enrolment process</b>	Destroy/ Delete

<b>Supplier engagement - supplier contact details</b>	Operations & Procedures	Action Completion	<b>Retain while current/ until end of relationship</b>	Destroy/ Delete
<b>Selected student contact details</b>	Operations & Procedures	Action Completion	<b>Retain while current/ until end of relationship</b>	Destroy/ Delete
<b>Internal contact details</b>	Operations & Procedures	Action Completion	<b>Retain while current/ until end of relationship</b>	Destroy/ Delete

## Office of the Chief People Officer

### People and Culture Directorate Records

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Assembly questions		Action Completion	Retain from last action on request + 5 years	Destroy/ Delete
Committee papers	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/ Delete
Trade Union Meeting Minutes	Meeting Papers	Academic year end	Retain for current year + 20 years	Destroy/ Delete
Exit questionnaires	Staff Related	End of Contract / Relationship	Retain from termination of employment + 6 years	Destroy/ Delete
Human Resources Policy Development (The Policy and any key records that informed policy development)	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Human Resources Procedure Development (The Procedure and any key records that informed procedural development)	Operations & Procedures	Record superseded	Issue of document + 1 year	Destroy/ Delete
Human Resources Strategy Development (The Strategy and any key records that informed strategy development)	Operations & Procedures	Record superseded	Superseded + 10 years	Destroy/ Delete

### Office of the University Secretary

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Annual University Review	Reports	Academic Year End	Retain for current academic year + 10 years	Destroy/ Delete
University Corporate Plan		Record superseded	Retain until superseded + 10 years	Destroy/ Delete



## Committee Services

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Committee Papers	Meeting Papers		Retain for life of University	Move to Archive
Council Papers	Meeting Papers		Retain for life of University	Move to Archive
Honorary graduate information	Awards and Prizes	Start of Contract / Award	Retain from conferment of award + 1 year	Destroy/ Delete
Procession lists		Record Creation	Retain from completion of ceremony + 1 year	Destroy/ Delete
Records documenting the appointment/election/designation of members of a committee, training undertaken by individual members of a statutory committee and register of interests of members of the institution's governing body.		End of Appointment	Termination of appointment + 6 years	Destroy/ Delete
Records documenting the arrangements for meetings of a committee.		Academic year end	Current year + 1 year	Destroy/ Delete
Records documenting the conduct of reviews of the effectiveness and performance of a committee.			Completion of two subsequent reviews	Destroy/ Delete
Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a committee.	Operations & Procedures		Life of institution	Move to Archive
Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.		Academic year end	Current year + 5 years	Destroy/ Delete
Records documenting the development of induction and training programmes for members of a committee.		Record superseded	Superseded + 5 years	Destroy/ Delete

## Data Protection & Information Compliance Unit

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Data Protection Impact Assessment	Information Compliance		Date last modified + 3 years	Destroy/ Delete
Data Protection Queries	Information Compliance	Action Completion	Completion of request + 3 Years	Destroy/ Delete
Data Sharing/ Data Processing Agreements	Information Compliance	End of Agreement	Termination of Agreement + 6 Years	Destroy/ Delete
Development papers for information compliance/ Records Management Strategy, Policy – key records	Operations & Procedures	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
Development papers for information compliance/ Records Management Strategy, Policy, Procedures – working papers	Operations & Procedures	Record Creation	Retain from issue of strategy, policy or procedure + 1 year	Destroy/ Delete
Documents for FOI publication scheme	Information Compliance	Record superseded	Retain from completion of revision of Publication Scheme + 3 years	Destroy/ Delete
DPA statistics, analysis and reports	Information Compliance	Calendar Year End	Retain for current calendar year + 10 years	Destroy/ Delete
DPA Subject Access Requests	Information Compliance	Action Completion	Retain from last action on request + 3 years	Destroy/ Delete
FOI requests	Information Compliance	Action Completion	Retain from completion of request handling process + 3 years	Destroy/ Delete
FOI statistics, analysis and reports	Information Compliance	Calendar Year End	Retain from the current calendar year + 10 years	Destroy/ Delete
IAR / ROPA	Records Management	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
ICO notification of data controller	Information Compliance	Calendar Year End	Retain from current calendar year + 3 years	Destroy/ Delete
Information compliance procedures	Information Compliance	Record superseded	Retain until superseded + 3 years	Destroy/ Delete

Privacy Notices	Information Compliance		Conclusion of the activity to which the Privacy Notice relates + 6 Years	Destroy/ Delete
Final versions of Records Retention Schedules	Information Compliance		Permanent	Move to Archive
Master copies of procedures relating to records management.	Operations & Procedures	Record superseded	Superseded + 3 years	Destroy/ Delete
Records documenting the conduct and results of records surveys/audits.	Records Management	Record superseded	Retain until completion of subsequent survey/ audit	Destroy/ Delete
Records documenting authorisation for the disposal of redundant records.	Records Management		Disposal of Records + 25 years	Destroy/ Delete
Records documenting storage locations of records/ Record keeping requirements for specific business activities and processes	Records Management	Record superseded	Superseded	Destroy/ Delete
Records documenting the determination of retention periods for records.	Records Management		Completion of revised Records Retention Schedule + 3 years	Destroy/ Delete
Records documenting the movement of records to/from storage.	Records Management	Action Completion	Return of records + 1 year	Destroy/ Delete
Records documenting the provision of access to records.	Records Management	Action Completion	Date of access + 1 year	Destroy/ Delete
Review of individual records to determine requirements for ongoing retention, where records are disposed of.	Records Management		Life of records + 25 years	Destroy/ Delete

## Governance and Policy

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Conflict of Interest		Record Creation	Retain until termination of appointment + 6 years	Destroy/ Delete
Delegated Authority Framework		Record Creation	Retain until superseded + 5 years	Destroy/ Delete
External representation	Reports	Record superseded	Retain until Termination of Representation + 6 years	Destroy/ Delete

Gifts and Hospitality	Reports	Record Creation	Retain for current financial year +6 years	Destroy/ Delete
Records documenting the appointment/ election/designation of the institution's senior officers.		End of Appointment	Termination of appointment + 6 years	Destroy/ Delete
Records documenting the development and establishment of the institution's governance strategy: key records.	Operations & Procedures	Record superseded	Superseded + 10 years	Destroy/ Delete
Records documenting the development and establishment of the institution's governance strategy: working papers.	Operations & Procedures	Record Creation	Issue of strategy + 1 year	Destroy/ Delete
Safeguarding, Whistleblowing		Record Creation	Retain until closure of case + 6 years	Destroy/ Delete
University Charter, Statutes and Ordinances		Record Creation	Retain for life of University	Move to Archive
Visitor papers		Record Creation	Retain until closure of case + 6 years	Destroy/ Delete

## Legal Services

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Legal advice on other matters requested by and provided to the institution	Legal Records	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
Legal advice requested by and provided to the institution concerning: interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations; proposals for new legislation affecting the institution's	Legal Records	Record Creation	Retain for life of University	Move to Archive
Legislative records	Legal Records	Record Creation	Retain for life of University	Move to Archive
Master copies of procedures relating to the management of legal affairs.	Operations & Procedures	Record superseded	Superseded + 5 years	Destroy/ Delete

<b>Records documenting litigation between the institution and third parties where legal precedents are set</b>	Legal Records	Record Creation	<b>Retain for life of University</b>	Move to Archive
<b>Records documenting litigation between the institution and third parties which does not set legal precedents</b>	Legal Records	Settlement of case	<b>Retain from settlement of case + 6 years</b>	Destroy/ Delete
<b>Records documenting the development and establishment of the institution's policies and procedures on the management of legal affairs: working papers.</b>	Legal Records	Record Creation	<b>Issue of document + 1 year</b>	Destroy/ Delete
<b>Records documenting the development and establishment of the institution's policies on the management of legal affairs: key records.</b>	Legal Records	Record superseded	<b>Superseded + 5 years</b>	Destroy/ Delete
<b>Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts under seal (by deed)</b>	Legal Records	End of Contract / Relationship/ Programme	<b>Retain until termination of contract + 12 years</b>	Destroy/ Delete
<b>Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: other contracts and agreements</b>	Legal Records	End of Contract / Relationship/ Programme	<b>Retain until termination of contract + 6 years</b>	Destroy/ Delete
<b>Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement</b>	Legal Records	Settlement / Withdrawal of claim	<b>Retain until settlement or withdrawal of claim + 6 years</b>	Destroy/ Delete

## Partnerships and Services

### People Partnering Services

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Disciplinary Procedures Records	Staff Related	Action Completion	Retain from date of action + 6 years	Destroy/ Delete
Promotions/Advancements- Annual Academic Process	Staff Related	End of Contract / Relationship	Retain until end of process + 5 years	Destroy/ Delete
Staff Grievances	Staff Related	Action Completion	Retain from outcome date + 6 years	Destroy/ Delete
Bullying and Harassment Investigations	Operations & Procedures	Action Completion	Retain from outcome date + 6 years	Destroy/ Delete

### Employee Relations

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Cases- Employment Tribunals	Staff Related	Action Completion	Retain from closure of Case + 6 years	Destroy/ Delete
Cases- High Court & County Court	Staff Related		Minor injuries- Retain until closure of case + 6 years, Records documenting major injuries to an employee arising from accidents in the workplace- Termination of employment + 40 years	Destroy/ Delete
Records of mediation	Staff Related	Action Completion	Retain until end of mediation	Destroy/ Delete
High level case conference documents	Staff Related	Action Completion	Retain from closure of Case + 6 years	Destroy/ Delete

## Resourcing

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Complaints	Reports	Action Completion	Retain from last action on case + 6 years	Destroy/ Delete
Recruitment Files (Which will include a copy of the approval to recruit, the job description and personnel specification, the advertisement, all applications received, shortlisting report and all interview records)	Staff Related	Action Completion	Retain for recruitment period (i.e. closing date) + 1 year	Destroy/ Delete

## Systems, Analytics and Reward

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Employee Personal File (Which will include for example all application form, references, contract, any contractual changes, changes to personal information (name, address, next of kin etc) and changes to salary point), Annual, Special, Parental leave entitlements.	Staff Related	End of Contract / Relationship	Retain for duration of employment + 6 years	Destroy/ Delete
Professor Personal Files	Staff Related	End of Contract / Relationship	Retain Indefinitely	Move to Archive
HESA Staff collection	Staff Related	Action Completion	Retain from submission of report + 3 years	Destroy/ Delete
Professorial Progression	Staff Related	End of Contract / Relationship	Retain until end of process + 5 years	Destroy/ Delete

## Employee Experience

### Health Safety & Wellbeing

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Records documenting assessments of the presence and condition of asbestos	Health and Safety Related	Record superseded	Retain from review of assessment + 10 years	Destroy/ Delete
Asbestos Removal/ Work	Health and Safety Related	Action Completion	Life of building + 40 years	Destroy/ Delete
Records documenting the conduct and results of monitoring employees' general exposure to asbestos	Health and Safety Related	Record Creation	Date of monitoring + 5 years	Destroy/ Delete
Response to accidents, incidents, emergencies involving asbestos, substances hazardous to health	Health and Safety Related	Action Completion	Last action on event + 10 years	Destroy/ Delete
Records documenting accident reporting	Health and Safety Related	Record Creation	Retain from date reported + 3 years.	Destroy/ Delete
Records documenting accident investigations	Health and Safety Related	Record Creation	Retain from closure of investigation +40 years.	Destroy/ Delete
Health & Safety Policies: key records.	Health and Safety Related	Record superseded	Retain until superseded + 50 years	Destroy/ Delete
Health, Safety & Wellbeing strategy: Key records.	Health and Safety Related	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Master copies of procedures relating to the management of health and safety.	Health and Safety Related	Record superseded	Retain until superseded + 50 years	Destroy/ Delete
Health, Safety & Wellbeing strategy, policies, and procedures: working papers.	Health and Safety Related	Record Creation	Retain from issue of document + 1 year	Destroy/ Delete
Health and Safety risk assessments	Health and Safety Related	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Health and Safety Audits	Health and Safety Related	Action Completion	Completion of audit + 5 years	Destroy/ Delete
Health and Safety Inspections	Health and Safety Related	Action Completion	Date of inspection + 5 years OR Superseded + 1 year	Destroy/ Delete
Fire Marshall appointments.	Health and Safety Related	End of Appointment	Termination of appointment	Destroy/ Delete
Records documenting fire safety arrangements	Health and Safety Related	Record superseded	Retain until superseded + 5 years	Destroy/ Delete



Records documenting the conduct, review and revision of fire safety risk assessments	Health and Safety Related	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
Records documenting the conduct and review of safety drills	Health and Safety Related	Record superseded	Current year + 5 years OR Superseded + 5 years	Destroy/ Delete
Records documenting the conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms	Health and Safety Related	Academic year end/ Superseded	Review of assessment + 5 years	Destroy/ Delete
Records documenting the maintenance of premises, facilities and equipment provided for the use by, or the protection of, fire-fighters	Health and Safety Related	Academic year end	Current year + 5 years	Destroy/ Delete
Records documenting arrangements with external emergency services for the provision of first-aid, emergency medical care, fire-fighting and rescue services (including the provision of information on the institution's emergency procedures and arrangements)	Health and Safety Related	Record superseded	Current year + 5 years OR Superseded + 5 years	Destroy/ Delete
Records documenting the conduct, review and revision of assessments of risks to health and safety created by Display Screen Equipment (DSE), Noise, Substances hazardous to health, Lead, Asbestos, Ionising radiation	Health and Safety Related	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
First Aider appointments.	Health and Safety Related	End of Appointment	Termination of appointment	Destroy/ Delete
Records documenting the conduct, review and revision of assessments of requirements for first aid facilities, equipment and trained personnel	Health and Safety Related	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
Records documenting the provision of approved training for first aiders	Health and Safety Related	Academic year end/ Superseded	Current year + 3 years OR Superseded + 3 years	Destroy/ Delete
Records documenting the provision of information about first aid arrangements to employees	Health and Safety Related	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
Health and Safety Training Records	Health and Safety Related	Academic year end/ Superseded	Current year + 5 years or Superseded + 5 years	Destroy/ Delete
Maintenance and testing of equipment records	Health and Safety Related	Record Creation	Retain from date of examination/ test/ repair + 5 years	Destroy/ Delete
Personal Protective Equipment (PPE) Records	Health and Safety Related	Academic year end	Return of issued equipment + 1 year	Destroy/ Delete
Hazard exposure control records- Coshh staff and student case files	Health and Safety Related	Action Completion	Statutory health surveillance +40 yrs from date of last entry	Destroy/ Delete

Occupational Health Records Staff and Student case files	Health and Safety Related	End of Contract / Relationship	Retain for duration of employment/ relationship with student + 6 years. Individuals under health surveillance retain until end of relationship + 40 years	Destroy/ Delete
Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of Substances hazardous to health, Lead, Asbestos	Health and Safety Related	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Records documenting the provision of information, instruction and training for employees who are exposed to Noise, Lead, Asbestos, Ionising radiation, Substances hazardous to health	Health and Safety Related	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Records monitoring employees' exposure to substances hazardous to health	Health and Safety Related	Action Completion	Retain from last entry + 40 years	Destroy/ Delete
Records of injuries, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Health and Safety Related	Record Creation	Retain from date of recording + 3 years	Destroy/ Delete
Records documenting the investigation of dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Health and Safety Related	Action Completion	Closure of investigation + 40 years	Destroy/ Delete
Reporting to enforcing authorities, accidents, dangerous occurrences and outbreaks of notifiable diseases.	Health and Safety Related	Record Creation	Date of notification + 3 years	Destroy/ Delete
Records documenting assessments of doses of ionising radiation received by 'classified persons' which are likely to be significant	Health and Safety Related	Record Creation	Date of assessment + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	Destroy/ Delete
Records documenting assessments of individual doses of ionising radiation received as a result of a radiation accident	Health and Safety Related	Record Creation	Date of accident + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	Destroy/ Delete
Reports of investigations into occurrences of overexposure to ionising radiation	Health and Safety Related	Record Creation	Date of report + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	Destroy/ Delete
Records documenting medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance	Health and Safety Related	Action Completion	Date of last entry + 50 years OR Until the employee reaches (or would have reached, if deceased) 75 years, whichever is the later.	Destroy/ Delete
Records documenting immediate investigations into possible accidental release or theft of radioactive substances, where accidental release or theft was found to have occurred	Health and Safety Related	Record Creation	Date of report + 50 years	Destroy/ Delete

<b>Records documenting immediate investigations into possible accidental release or theft of radioactive substances, where no release or theft was found to have occurred</b>	Health and Safety Related	Record Creation	<b>Date of report + 2 years</b>	Destroy/ Delete
<b>Records documenting investigations into the exposure/ overexposure to ionising radiation</b>	Health and Safety Related	Record Creation	<b>Date of report of investigation + 2 years</b>	Destroy/ Delete
<b>Records documenting tests to detect leakage from articles containing or embodying radioactive substances</b>	Health and Safety Related	Action Completion	<b>Completion of subsequent test on article OR Disposal of article + 2 years.</b>	Destroy/ Delete
<b>Records documenting the monitoring of levels of ionising radiation in designated controlled areas</b>	Health and Safety Related	Record Creation	<b>Date of monitoring + 2 years</b>	Destroy/ Delete
<b>Records documenting the preparation of contingency plans to deal with radiation accidents</b>	Health and Safety Related	Record superseded	<b>Retain until superseded</b>	Destroy/ Delete
<b>Records of the quantity and location of radioactive substances</b>	Health and Safety Related	Action Completion	<b>Disposal of radioactive substance + 2 years OR Date of record + 2 years, whichever is the longer.</b>	Destroy/ Delete
<b>Summaries of dose records, as required by Regulation 21 of the Ionising Radiations Regulations 2017 (SI 2017/1075).</b>	Health and Safety Related	Academic year end	<b>Current year + 2 years</b>	Destroy/ Delete
<b>DSEAR- Dangerous substances and explosive atmospheres regulation procedures</b>	Health and Safety Related	Record superseded	<b>Retain until superseded</b>	Destroy/ Delete
<b>Records documenting the establishment of a safety committee</b>	Health and Safety Related	End of Committee	<b>Dissolution of committee + 50 years</b>	Destroy/ Delete
<b>Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).</b>	Health and Safety Related	Academic year end	<b>Current year + 50 years</b>	Destroy/ Delete
<b>Sick Leave</b>	Staff Related	End of Contract / Relationship	<b>Retain for duration of employment + 6 years</b>	Destroy/ Delete

## People Development/ Organisational Design and Change

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
DAR	Staff Related	End of Contract / Relationship	Retain for duration of employment + 1 year	Destroy/ Delete
Workforce Planning and Development/ Succession Plans	Staff Related	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
Staff Surveys	Staff Related	Record superseded	Completion of survey + 5 years	Destroy/ Delete
(Identifiable) individual responses to workforce surveys and consultations.	Staff Related	Action Completion	Completion of analysis of responses	Destroy/ Delete
Project Work		Record superseded	Retain until superseded + 5 years	Destroy/ Delete

## Equality Diversity & Inclusion

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
5-year Review of the Equality Scheme	Equality reports	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Equality Scheme	Equality reports	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Access to Work Personnel Files	Staff Related	End of Contract / Relationship	Retain for duration of employment + 3 years	Destroy/ Delete
Article 55 Review	Equality reports	Action Completion	Retain from submission of report + 10 years	Destroy/ Delete
Disability Action Plans	Reports	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
5-year review of Disability Action Plan	Equality reports	Record superseded	Retain until superseded +10 years	Destroy/ Delete
EO monitoring information	Equality reports	Calendar Year End	Direct method monitoring – Retain current calendar year + 5 years Residuary method monitoring – Retain for duration of employment + 3 years	Destroy/ Delete
Equal Pay Review	Reports	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Gender Pay Gap Report	Reports	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Section 75 screening and EQIAs	Equality Reports	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
Section 75 Reports	Reports	Record superseded	Retain until superseded + 10 years	Destroy/ Delete

<b>Staff Disability Disclosure Forms/ Tailored Adjustment Agreements</b>	Staff Related	End of Contract/ Relationship/ Programme	<b>Retain for duration of employment + 3 years</b>	Destroy/ Delete
<b>Equality Staff Surveys</b>	Staff Related	Action Completion	<b>Retain until completion of survey + 10 years</b>	Destroy/ Delete
<b>Records documenting the development and establishment of the institution's equality and diversity policies: key records.</b>	Operations & Procedures	Record superseded	<b>Retain until superseded + 5 years</b>	Destroy/ Delete
<b>Records documenting the development and establishment of the institution's equality and diversity policies, and procedures: working papers.</b>	Operations & Procedures	Record creation	<b>Retain from issue of document + 1 year</b>	Destroy/ Delete
<b>Master copies of procedures relating to the management of equality and diversity.</b>	Operations & Procedures	Record superseded	<b>Retain until superseded + 3 years</b>	Destroy/ Delete
<b>Summary statistical information resulting from equality monitoring.</b>	Equality reports	Calendar Year End	<b>Retain for current year end + 10 years</b>	Destroy/ Delete
<b>Records documenting the development and delivery of training on equality and diversity issues and procedures.</b>	Operations & Procedures	Record superseded	<b>Retain until superseded + 10 years</b>	Destroy/ Delete
<b>Equality Scheme complaints and Investigations by the Equality Commission</b>	Equality reports	Action Completion	<b>Retain from last action on case + 6 years</b>	Destroy/ Delete

## Student Administration

<b>Record Description</b>	<b>Category</b>	<b>Trigger Event</b>	<b>Retention Policy</b>	<b>Disposal Method</b>
<b>Admissions Policy/Admission Complaints Policy</b>	Operations & Procedures	Academic Year End	<b>Retain for current year</b>	Destroy/ Delete
<b>Certificates of students who have not attended graduation/requested postage.</b>	Student Related		<b>Retain permanently</b>	Move to Archive
<b>External Examiner Appointment</b>	Examiner Related	End of Contract / Relationship / Programme	<b>Retain until end of appointment + 1 year</b>	Destroy/ Delete
<b>Graduation Refund Listings</b>		Academic Year End	<b>Retain for current year</b>	Destroy/ Delete
<b>LEA Reports</b>	Reports	Academic Year End	<b>Retain for current year + 1 year</b>	Destroy/ Delete
<b>Missing Script Documentation/Senior Invigilator Reports</b>	Reports	Record Creation	<b>Retain for 1 year</b>	Destroy/ Delete
<b>Reference requests/replacement transcripts/letters of confirmation</b>	Student Related	Action Completion	<b>Retain for 1 year</b>	Destroy/ Delete

SLC Contracts		Record Creation	Retain for 3 years	Destroy/ Delete
Student Marks	Student Related	Academic Year End	Completion of student's module or programme + 6 years	Destroy/ Delete
<ul style="list-style-type: none"> <li>•Student Appeals</li> <li>•Communication of Results Forms</li> <li>•CPD Forms</li> <li>•Module Results Sheets</li> <li>•Mark Amendment Forms</li> </ul>	Student Related	Academic Year End	Retain for current academic year + 6 years	Destroy/ Delete
Student Applications	Student Related	Action Completion	Successful- Retain until end of student relationship + 6 years, Unsuccessful - Retain until completion of admissions process + 1 year.	Destroy/ Delete
Student Guide	Student Related	Academic Year End	Retain for current year	Destroy/ Delete
Student Record Amendment Forms	Student Related	Academic Year End	Retain for student duration + 1 year	Destroy/ Delete
Student records used to provide transcripts, replacement certificates, reference requests, confirmation of dates of attendance.	Student Related		Retain permanently	Move to Archive
Student Support RAR Forms	Student Related	Academic Year End	Retain until end of student relationship + 1 year	Destroy/ Delete
UCAS related communications		Academic Year End	Retain for current year	Destroy/ Delete
Student Records containing personal data on individual students.	Student Related	Academic Year End	End of relationship with student + 6 years	Destroy/ Delete
Records documenting the development and establishment of the institution's student administration policies: key records.	Operations & Procedures	Record Superseded	Superseded + 10 years	Destroy/ Delete
Records documenting the development and establishment of the institution's student administration policies and procedures: working papers.	Operations & Procedures	Record Creation	Issue of document + 1 year	Destroy/ Delete
Records documenting the timetabling of examinations.	Operations & Procedures	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete

# Office of the Chief Finance and Strategy Officer

## Finance Directorate

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Annual Accounts	Finance Related	Financial Year End	Current financial year + 6 years	Destroy/Delete
Companies House Information	Reports	End of Contract / Relationship	Retain for life of company + 10 years	Destroy/Delete
Contract under hand	Procurement Contract	End of Contract	End of contract + 6 years	Destroy/Delete
Contract under seal (deed)	Procurement Contract	End of Contract	End of contract + 12 years	Destroy/Delete
Corporate Business Continuity Plan	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/Delete
Economic Appraisals	Finance Related	End of Contract / Relationship	Retain from termination of supply contract awarded + 6 years	Destroy/Delete
Expense Records	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Faculty Risk Register	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/Delete
Finance Compliance Records	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Finance Management Procedures	Operations & Procedures	Record superseded	Superseded + 10 years	Destroy/Delete
Finance Master and Transactional Records	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Finance Procedures	Finance Related	Records Superseded	Superseded + 3 Year	Destroy/Delete
Finance Reports, Minutes & Action Plans	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Financial Analysis/Subsidies	Finance Related	Financial Year End	Retain for current financial year + 1 year	Destroy/Delete
Financial planning and forecasts	Finance Related	Financial Year End	Retain for current financial year + 5 years	Destroy/Delete
Financial Statement records	Finance Related	Financial Year End	Retain for current year + 6 years	Destroy/Delete
Insurance Records	Finance Related	Claim Settlement	Claim Settlement + 6 years	Destroy/Delete
Internal and external audit reports	Reports	Action Completion	Retain from completion of audit + 5 years	Destroy/Delete

Management Accounts	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Payment Instruction Records	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Payroll records	Finance Related	Financial Year End	Retain for current tax year + 6 years	Destroy/Delete
Pension Records	Finance Related	Applicable State Retirement Age	Normal Retirement Age + 2 years	Destroy/Delete
Procurement Management Procedures	Operations & Procedures	Record superseded	Superseded + 3 years	Destroy/Delete
Procurement Records	Finance Related	Termination of Contract	Retain from termination of contract + 6 years	Destroy/Delete
Project Records	Finance Related	Termination of Project	Project Duration + 6 Years	Destroy/Delete
Purchase Card Records	Finance Related	Termination of Purchase Card	Retain for year card was terminated + 6 years	Destroy/Delete
Purchase Ledger records	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Purchase orders	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Records documenting the development and establishment of the institution's finance strategy and policies: key records.	Operations & Procedures	Record superseded	Superseded + 10 years	Destroy/Delete
Records documenting the development and establishment of the institution's finance strategy, policies and procedures: working papers.	Operations & Procedures	Record Creation	Issue of document + 1 year	Destroy/Delete
Sales Ledger/Income records	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete
Successful tenders	Finance Related	End of Contract / Relationship	Retain from termination of contract + 6 years	Destroy/Delete
Time Allocation Schedules	Finance Related	Financial Year End	Current Financial Year + 8 Years	Destroy/Delete
Tuition Fees	Finance Related	Financial Year End	Current financial year + 6 years	Destroy/Delete
Unsuccessful tenders	Finance Related	Start of Contract / Award	Retain from award of supply contract + 1 year	Destroy/Delete
User Role Audit History	Finance Related	Role Expiration	Expiration of role + 6 years	Destroy/Delete
VAT return records	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/Delete



## Business Intelligence & Strategic Planning & Performance

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Academic Planning Records & Reports	Reports	Academic Year End	Retain for Life of University	Move to Archive
Admissions Monitoring Reports	Reports	Academic Year End	Retain for 5 years	Destroy/ Delete
Balanced Scorecard Reports	Reports	Academic Year End	Retain for 3 years	Destroy/ Delete
BI- Aspire			Retain for Life of University	Move to Archive
BI- Power Bi/ Cognos	Reports		Retain for 6 years	Destroy/ Delete
Committee Papers	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/ Delete
Directorate Risk Register	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
Faculty Accountability Reports, Minutes, and Action Plans	Meeting Papers	Record Creation	Retain for 3 years	Destroy/ Delete
HESA Aggregate Offshore Collection		Record Creation	Retain from submission of report + 5 years	Destroy/ Delete
HESA Institutional Profile Collection		Record Creation	Retain from submission of report + 5 years	Destroy/ Delete
HESA Student Collection	Student Related	Record Creation	Retain from submission of report + 5 years	Destroy/ Delete
Higher Education Return Early Statistics (HESES)		Record Creation	Retain from submission of report + 3 years	Destroy/ Delete
League Table submissions		Record Creation	Retain for year of submission + 5 years	Destroy/ Delete
League Tables outcomes analysis and briefing papers		Record Creation	Retain for year of submission + 5 years	Destroy/ Delete
Programme Structures			Retain for Life of University	Move to Archive
Professional and Academic Services Accountability meeting Reports, Minutes and Action Plans.	Meeting Papers	Record Creation	Retain for 3 years	Destroy/ Delete
Sectoral Data			Retain for Life of University	Move to Archive
Student Load - Module Data			Retain for Life of University	Move to Archive
Steering group papers	Meeting Papers	End of Group / Committee	Retain for life of steering group + 6 years	Destroy/ Delete
Working group papers	Meeting Papers	End of Group / Committee	Retain for life of working group + 6 years	Destroy/ Delete

## Digital Services Directorate

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Business Continuity Plan	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/ Delete
Business Impact Analysis	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/ Delete
Committee Papers	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/ Delete
Copyright Policy	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
MS Teams Recordings	Meeting Papers	Action Completion	Retain for a maximum of 7 days from date of meeting	Destroy/ Delete
Disaster Recovery Plan	Operations & Procedures	Record superseded	Retain until superseded + 1 year	Destroy/ Delete
Internal & External Audits	Operations & Procedures	Action Completion	Retain until completion of the audit + 5 years	Destroy/ Delete
Master Copies of Procedures Relating to the Management of ICT Systems.	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
Minutes of Meetings (CLM, Subs, LUSG)	Meeting Papers	Record Creation	Retain for 10 years	Destroy/ Delete
Policies and Procedures	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Records Documenting Arrangements for the Sanitisation of Institutional ICT Equipment Prior to Disposal.	Operations & Procedures	Action Completion	Retain from disposal of equipment + 1 year	Destroy/ Delete
Records Documenting Attempted or Actual Security Breaches of the Institution's ICT Systems, and Action Taken.	Operations & Procedures	Academic Year End	Retain from last action on incident + 1 year	Destroy/ Delete
Records Documenting Faults Reported by Users of ICT Systems, and Action Taken to Investigate and Resolve the Problem.	Reports	Academic Year End	Retain from last action on fault + 1 year	Destroy/ Delete
Records Documenting Routine Monitoring of the Use of ICT Systems to Ensure Compliance with Legal Requirements and Institutional Policies.	Operations & Procedures	Calendar Year End	Retain from current calendar year + 1 year	Destroy/ Delete
Records Documenting the Development and Establishment of the Institution's ICT Systems Strategy and Policies: Key Records.	Operations & Procedures	Record superseded	Retain until superseded + 5 years	Destroy/ Delete

<b>Records Documenting the Development and Establishment of the Institution's ICT Systems Strategy, Policies and Procedures: Working Papers.</b>	Operations & Procedures	Record Creation	<b>Retain from issue of strategy, policy or procedure + 1 year</b>	Destroy/ Delete
<b>Records Documenting the Development of Technical and Application Training for ICT System Users.</b>	Operations & Procedures	Record superseded	<b>Retain until superseded + 1 year</b>	Destroy/ Delete
<b>Records Documenting the Initial Development and Post-Implementation Modification and Maintenance of ICT Systems.</b>	Operations & Procedures	Action Completion	<b>Retain from decommissioning of system + 5 years</b>	Destroy/ Delete
<b>Records Documenting the Initial Development of ICT Systems which are not Implemented.</b>	Operations & Procedures	Action Completion	<b>Retain from last action on development + 5 years</b>	Destroy/ Delete
<b>Records Documenting the Maintenance of Appropriate Software Licences for Live ICT Systems.</b>	Operations & Procedures	Start of Contract / Award	<b>Retain from issue of new licence</b>	Destroy/ Delete
<b>Records Documenting the Management of ICT Systems Development Projects (i.e. Project Management Records).</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain from termination of project + 5 years</b>	Destroy/ Delete
<b>Records Documenting the Management of System Data Storage, Including the Operation of Routine Data Backup, Archiving and Deletion Routines.</b>	Operations & Procedures	Calendar Year End	<b>Retain from current calendar year + 1 year</b>	Destroy/ Delete
<b>Records Documenting the Opening, Maintenance and Closure of User Accounts for ICT Systems.</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain from closure of account + 1 year</b>	Destroy/ Delete
<b>Records Documenting the Removal/Return of Mobile ICT Systems Hardware and Software from/to the Institution's Premises.</b>	Operations & Procedures	Action Completion	<b>Retain from return of equipment + 3 months</b>	Destroy/ Delete
<b>Records Documenting the Routine Monitoring and Testing of the Operation of ICT Systems, and Action Taken to Rectify Problems and Optimise Performance.</b>	Operations & Procedures	Calendar Year End	<b>Retain from current calendar year + 1 year</b>	Destroy/ Delete
<b>Records Documenting the Security Arrangements for ICT Systems.</b>	Operations & Procedures	Action Completion	<b>Retain from decommissioning of system + 5 years</b>	Destroy/ Delete
<b>Records Documenting User Requests to Recover Data from Backup or Archive Stores, and Action Taken.</b>	Operations & Procedures	Action Completion	<b>Retain from last action on request + 3 months</b>	Destroy/ Delete
<b>Requests For, and Authorisation of, Connections of Third-Party Equipment to the Institution's Networks, Either on Institutional Premises or via Dial-Up Communications Links.</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain from termination of connection + 1 year</b>	Destroy/ Delete
<b>Service Level Agreements</b>	Contracts and Agreements	End of Contract / Relationship	<b>Retain for duration of contract +1 year</b>	Destroy/ Delete
<b>Staff Training Records</b>	Staff Related	Action Completion	<b>Retain for 4 years</b>	Destroy/ Delete
<b>Student Support Referrals</b>	Student Related	Academic Year End	<b>Retain until completion of student's module or programme + 1 year</b>	Destroy/ Delete

User Services Enquiries from Students	Student Related	Academic Year End	Retain for student duration + 1 year	Destroy/ Delete
Working Group/Functional Group Papers	Meeting Papers	End of Group / Committee	Retain for life of group + 5 years	Destroy/ Delete
Health and Safety Risk Assessments	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Health and Safety Policy	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/ Delete

## Estates Services Directorate

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Estates Services Strategy, Policy and Procedure Development: Key Records	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Estates Services Strategy, Policy and Procedure Development: Working Papers	Operations & Procedures	Record Creation	Retain from issue of policy/ strategy/ procedures + 1 year	Destroy/ Delete
Master Copies of Estates Services Procedures	Operations & Procedures	Record superseded	Retain until Superseded + 10 years	Destroy/ Delete
Facilities Management Procedure Development: Master Copies. Tender Contract	Operations & Procedures	Record superseded	Retain until superseded + 6 years	Destroy/ Delete
Facilities Inspections	Operations & Procedures	Action Completion	Retain until completion of two subsequent inspections	Destroy/ Delete
Records Documenting the Specification of Requirements for Facilities.	Operations & Procedures	Action Completion	Retain until completion of works + 15 years	Destroy/ Delete
Facilities Maintenance: Major Works	Operations & Procedures	Action Completion	Retain until completion of works + 15 years	Destroy/ Delete
Facilities Maintenance: Minor Works	Operations & Procedures	Action Completion	Retain until current year + 5 years	Destroy/ Delete
Estates Maintenance Works: Major (Capital Projects)	Operations & Procedures	Action Completion	Retain until completion of works + 12 years	Destroy/ Delete
Estates Maintenance Works: Minor	Operations & Procedures	Financial Year End	Retain until current year + 6 years	Destroy/ Delete
Property Maintenance: Major Works	Operations & Procedures	End of Contract / Relationship	Retain until disposal of property	Destroy/ Delete

<b>Property Maintenance: Minor Works</b>	Operations & Procedures	Action Completion	<b>Retain until completion of works + 15 years</b>	Destroy/ Delete
<b>Records documenting deeds of title for properties owned by the institution.</b>	Contracts and agreements	End of Contract / Relationship	<b>Retain until disposal of property</b>	Destroy/ Delete
<b>Records Documenting the Negotiation of Leases and Original Lease Agreements.</b>	Contracts and agreements	End of Contract / Relationship / Programme	<b>Retain until expiry of lease + 15 years</b>	Destroy/ Delete
<b>Records Documenting Leasing-Out Arrangements for Properties.</b>	Contracts and agreements	End of Contract / Relationship / Programme	<b>Retain until expiry of lease + 12 years</b>	Destroy/ Delete
<b>Property Development</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain until disposal of property</b>	Destroy/ Delete
<b>Planning Applications</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain until disposal of property or expiry of consent</b>	Destroy/ Delete
<b>Property Acquisition</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain until disposal of property + 12 years</b>	Destroy/ Delete
<b>Property Disposal</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain until disposal of property + 12 years</b>	Destroy/ Delete
<b>Property Development Health and Safety</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain until demolition of property OR disposal of interest in property</b>	Destroy/ Delete
<b>Property Inspections</b>	Operations & Procedures	Action Completion	<b>Retain from date of inspection + 5 years OR Superseded + 1 year</b>	Destroy/ Delete
<b>Security Inspections</b>	Operations & Procedures	Action Completion	<b>Retain from date of inspection + 5 years OR Superseded + 1 year</b>	Destroy/ Delete
<b>Unsuccessful Property Negotiations</b>	Operations & Procedures	Action Completion	<b>Retain until closure of negotiations + 6 years</b>	Destroy/ Delete
<b>Energy Management Reviews/ Monitoring/ Audit</b>	Operations & Procedures	Action Completion	<b>Retain until completion of review/ Audit + 5 years</b>	Destroy/ Delete
<b>Environmental Management Scheme Accreditation Management</b>	Operations & Procedures	End of Contract / Relationship	<b>Retain until termination of accreditation + 1 year</b>	Destroy/ Delete
<b>Key Registers and Access Registers</b>	Operations & Procedures	Record Creation	<b>Retain from creation + 2 years</b>	Destroy/ Delete
<b>Records Documenting Security Breaches or Incidents, and Action Taken.</b>	Reports	Action Completion	<b>Last action on incident + 3 years</b>	Destroy/ Delete
<b>Security Surveillance Records (CCTV)</b>	Operations & Procedures	Action Completion	<b>Retain from creation + 1 month</b>	Destroy/ Delete

<b>Staff, Student Security Passes</b>	Operations & Procedures	Action Completion	<b>Retain until expiry of pass + 1 year</b>	Destroy/ Delete
<b>Visitor Security Passes</b>	Operations & Procedures	Action Completion	<b>Retain until expiry of pass + 1 month</b>	Destroy/ Delete
<b>Records Documenting the Conduct and Outcomes of Inspections of Facilities by Enforcing Authorities.</b>	Operations & Procedures	Action Completion	<b>Completion of subsequent inspection</b>	Destroy/ Delete
<b>Records documenting the development of interior design and fit-out schemes.</b>	Operations & Procedures	Action Completion	<b>Retain until completion of works + 15 years</b>	Destroy/ Delete
<b>Records documenting the carrying out of interior decoration and fitting-out works.</b>	Operations & Procedures	Action Completion	<b>Retain until completion of works + 15 years</b>	Destroy/ Delete
<b>Records Documenting Estate Management, Space Planning and Project Implementation Timelines</b>		Record superseded	<b>Retain until superseded + 5 years, duration of project + 5 years</b>	Destroy/ Delete
<b>Space Audits</b>	Operations & Procedures	Action Completion	<b>Retain until completion of subsequent audit + 5 years</b>	Destroy/ Delete
<b>Consultant Framework Appointments</b>	Operations & Procedures	Action Completion	<b>Retain until termination of appointment + 12 years</b>	Destroy/ Delete
<b>Surveys</b>	Survey	Action Completion	<b>Completion of Survey + 3 years</b>	Destroy/ Delete
<b>Waste Management (“Hazardous Waste”)</b>	Operations & Procedures	Action Completion	<b>Retain until removal of waste + 3 years</b>	Destroy/ Delete
<b>Waste Management (General Waste)</b>	Operations & Procedures	Action Completion	<b>Retain until removal of waste consignment + 3 years</b>	Destroy/ Delete
<b>Estates Services Operational Health &amp; Safety Records</b>	Operations & Procedures	Record superseded	<b>Retin until superseded + 5 years</b>	Destroy/ Delete

## Risk and Resilience

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Committee Papers	Meeting Papers	End of Group / Committee	Retain for life of committee + 5years	Destroy/ Delete
Risk and Resilience departmental strategy and procedures, (Key Records) (Internal)	Operations & Procedures	Record superseded	Superseded + 5 years	Destroy/ Delete
Risk and Resilience departmental strategy and procedures, (Working Papers) (Internal)	Operations & Procedures	Record Creation	Issue of document + 1 year	Destroy/ Delete
Risk and Resilience related strategy and Policy development (Key Records)	Operations & Procedures	Record superseded	Superseded + 5 years	Destroy/ Delete
Risk and Resilience related strategy, Policy and Procedures development (Working Papers)	Operations & Procedures	Record Creation	Issue of document + 1 year	Destroy/ Delete
Risk and Resilience related procedures (Key Records)	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
Fraud Reporting	Reports	Action Completion	Retain until last action on case + 6 years	Destroy/ Delete
Records Documenting the Conduct and Results of Quality Audits, and Action Taken to Address Issues Raised.	Operations & Procedures	Action Completion	Completion of audit + 3 years	Destroy/ Delete
Crisis Management Plan	Operations & Procedures	Record superseded	Superseded + 1 year	Destroy/ Delete
Business Continuity Plans	Operations & Procedures	Record superseded	Superseded + 1 year	Destroy/ Delete

## Finance held outside of Finance Directorate

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
BACs Form	Finance Related	Action Completion	Do not retain copy	Destroy/Delete
Bank Statements	Finance Related	Project End Date	Retain for 6 years after project end date	Destroy/Delete
Base Transfer Mileage Claim	Finance Related	Action Completion/ Financial Year End	Minimum: Retain copy until payment processed Maximum: Retain copy up to 2 years for operational use Maximum: Retain copy up to 2 years for operational use	Destroy/Delete
Budget Statements	Finance Related		At the discretion of users	Destroy/Delete
Cash/Cheque Customer Booking Lodgement Summary's with original receipts	Finance Related	Financial Year End	Retain original receipts and backup paperwork for current financial year + 6 years	Destroy/Delete
Cash/Cheque Lodgement Summary's with original receipts	Finance Related	Financial Year End	Retain original receipts and backup paperwork for current financial year + 6 years	Destroy/Delete
Cashier Summary Sheet and EPOS Receipts	Finance Related	Financial Year End	Retain original receipts and backup paperwork for current financial year + 6 years	Destroy/Delete
Cognos Access Form	Finance Related	Action Completion	Retain copy until access has been setup	Destroy/Delete
Cost Centre Request Form	Finance Related	Action Completion	Retain copy until setup complete	Destroy/Delete
Credit card Lodgement Summary's with Receipts	Finance Related	Financial Year End	Retain original receipts and backup paperwork for current financial year + 6 years	Destroy/Delete
Credit Card Refund and Receipt	Finance Related	Financial Year End	Retain original receipts and backup paperwork for current financial year + 6 years	Destroy/Delete
Credit Note Requisition book	Finance Related	Financial Year End	Retain copy 6 years +1	Destroy/Delete
Demonstrator / Tutorial Postgraduate Fees Claim Form	Finance Related	Action Completion	Minimum: Retain copy until payment processed (should not include bank details) Maximum: Retain copy up to 2 years for operational use (should not include bank details) Exception: Applicable to Research and Impact only	Destroy/Delete
Devolved Procurement Forms	Finance Related	Action Completion	Must be attached to e5 order Do not retain copy	Destroy/Delete
Direct Award Contract Form (formerly Single Tender Action (STA) Justification)	Finance Related	Action Completion	Do not retain copy. Must be attached to the e5 order Note: Form must be signed by requester and approver and attached to the e5 order (if over '30k	Destroy/Delete



			<b>must have approval from Procurement to be processed before attaching to order).</b>	
<b>e5 Purchase supporting information</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain current plus 6 years</b>	Destroy/Delete
<b>E5 Transaction Lists</b>	Finance Related		<b>Do not retain copy</b>	Destroy/Delete
<b>Entertainment Expenditure Claim</b>	Finance Related	Action Completion/ Financial Year End	<b>Do not retain copy Maximum: Retain copy up to 2 years for operational use Maximum: Retain copy up to 2 years for operational use</b>	Destroy/Delete
<b>External Examiners Claim</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain copy until payment processed (should not include bank details) Maximum: Retain copy up to 2 years for operational use (should not include bank details)</b>	Destroy/Delete
<b>External Grant Proposal Form</b>	Finance Related		<b>Do not retain copy</b>	Destroy/Delete
<b>Field Trip / Vacation Course Budget Approval</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain copy until payment processed Maximum: Retain copy up to 2 years for operational use Maximum: Retain copy up to 2 years for operational use</b>	Destroy/Delete
<b>Fixed Assets Register</b>	Finance Related	Action Completion	<b>Retain copy in Fixed Asset Register Book until equipment is disposed of</b>	Destroy/Delete
<b>Journal Template</b>	Finance Related	Action Completion	<b>Retain copy until setup complete</b>	Destroy/Delete
<b>Lost Money Slip</b>	Finance Related	Financial Year End	<b>Retain receipts and backup paperwork for current financial year + 6 years</b>	Destroy/Delete
<b>Memo for Student Awards</b>	Finance Related	Action Completion	<b>Retain copy until payment processed</b>	Destroy/Delete
<b>Monthly Overtime Claim</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain copy until payment processed Maximum: Retain copy up to 2 years for operational use</b>	Destroy/Delete
<b>New Supplier</b>	Finance Related	Action Completion	<b>Retain digital file until setup complete</b>	Destroy/Delete
<b>Online Customer Bookings Lodgement Summary's</b>	Finance Related	Financial Year End	<b>Retain original receipts and backup paperwork for current financial year + 6 years</b>	Destroy/Delete
<b>Part Time Teacher (PandC Responsible)</b>	Finance Related	Action Completion	<b>If under '35 Claimant should not retain copies of petty cash vouchers. Departments with floats should retain a copy of the summary cover sheet detailing the petty cash float transactions until they receive the monetary reimbursement for the float. Maximum: Retain copy up to 2 years for</b>	Destroy/Delete

			<b>operational use (should not include copies of passport)</b>	
<b>Petty Cash Book</b>	Finance Related	Financial Year End	<b>Retain backup paperwork for current financial year + 6 years</b>	Destroy/Delete
<b>Petty Cash Float Summary</b>	Finance Related	Financial Year End	<b>Retain backup paperwork for current financial year + 6 years</b>	Destroy/Delete
<b>Petty Cash Float Transaction Log</b>	Finance Related	Financial Year End	<b>Retain backup paperwork for current financial year + 6 years</b>	Destroy/Delete
<b>Petty Cash Reimbursement Form</b>	Finance Related	Financial Year End	<b>Retain backup paperwork for current financial year + 6 years</b>	Destroy/Delete
<b>Petty Cash Voucher and Receipts</b>	Finance Related	Action Completion	<b>Minimum: Retain copy until payment processed (applicable to those who send the original form and receipt to Finance)</b>	Destroy/Delete
<b>Placement Student Expenses</b>	Finance Related	Action Completion/ Financial Year End	<b>Do not retain. Policy states that supporting documentation must be attached to e5 Maximum: Retain copy up to 2 years for operational use</b>	Destroy/Delete
<b>Prior Approval (Staff)</b>	Finance Related	Action Completion	<b>Minimum: Retain copy until payment processed</b>	Destroy/Delete
<b>Prior Approval (Students)</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain copy until payment processed Maximum: Retain copy up to 2 years for operational use Maximum: Retain copy up to 2 years for operational use</b>	Destroy/Delete
<b>Private Landlord Invoices</b>	Finance Related	Financial Year End	<b>Retain for current financial year + 6 years</b>	Destroy/Delete
<b>Purchase Card Application Form</b>	Finance Related	Action Completion	<b>Retain copy for duration of Purchase Card responsibility</b>	Destroy/Delete
<b>Purchase Card Change Request</b>	Finance Related	Action Completion	<b>Retain until amendment complete</b>	Destroy/Delete
<b>Purchase Card Employment Agreement Form</b>	Finance Related	Action Completion	<b>Retain copy for duration of Purchase Card responsibility</b>	Destroy/Delete
<b>Purchase Card Orders/Invoices/Receipts</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain original for current financial year plus 6 years and must be available in paper format Maximum: If purchase is for a research project, retain for current financial year + 6 years after project end date</b>	Destroy/Delete
<b>Purchase Card Purchase Request Authorisation</b>	Finance Related	Action Completion/ Financial Year End	<b>Retain original for current financial year + 6 years</b>	Destroy/Delete

Purchase Card Statement	Finance Related	Financial Year End	Do not retain copy of statement if all approvals have taken place on the Barclaycard Management System. If approval has not taken place on Barclaycard Management System. The purchase card statement must be printed out and signed by approver.	Destroy/Delete
Purchase card supporting information	Finance Related	Action Completion/ Financial Year End	Maximum: If purchase is for a research project then retain for 6 years after project end date	Destroy/Delete
Purchase Card Transaction Log	Finance Related	Financial Year End	Minimum: Retain for current financial year + 6 years	Destroy/Delete
Purchase Requisition form/duplicate book	Finance Related	Action Completion	Do not retain paper - Official requisition must be uploaded and held within e5	Destroy/Delete
Re issue of id card cash transaction log (Kalamazoo)	Finance Related	Financial Year End	Retain original receipts and backup paperwork for current financial year + 6 years	Destroy/Delete
Sales Invoice Requisition form	Finance Related	Financial Year End	Retain copy 6 years +1	Destroy/Delete
Staff Tuition Fee Exemption Form	Finance Related	Action Completion	Minimum: Retain copy until processed, Maximum: Retain for duration of Programme	Destroy/Delete
Student Indemnity	Finance Related	Financial Year End	Retain for 3 years after the date that the student placement finishes	Destroy/Delete
Student Wages Claim Form	Finance Related	Action Completion	Minimum: Retain copy until payment processed (should not include bank details) Maximum: Retain copy up to 2 years for operational use (should not include bank details)	Destroy/Delete
Subsidiary Payroll Claim	Finance Related	Action Completion/ Financial Year End	Minimum: Retain copy until payment processed (should not include bank details) Maximum: Retain copy up to 2 years for operational use (should not include bank details)	Destroy/Delete
Subsidiary Payroll Claim Passport copy	Finance Related		Minimum: Retain copy until payment processed (should not include bank details)	Destroy/Delete
Sundry Supplier	Finance Related	Action Completion	Retain digital file until setup complete	Destroy/Delete
Supplementary Expenses and Receipts	Finance Related	Action Completion/ Financial Year End	Minimum: Retain copy until payment processed Maximum: Retain original for current financial year + 6 years (applicable to those who do not send the original form and receipt)	Destroy/Delete
Supplier Balance Statements	Finance Related	Financial Year End	Retain up to 1 year for operational purposes	Destroy/Delete
Tax Form - Starter Declaration	Finance Related		Do not retain copy	Destroy/Delete

<b>Travel, Expenses and Subsistence (Council Members)</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain a copy until payment processed Maximum: Retain copy up to 2 years for operational use</b>	Destroy/Delete
<b>Travel, Expenses and Subsistence Claim (Staff)</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain a copy until payment processed Maximum: Retain copy up to 2 years for operational use</b>	Destroy/Delete
<b>Visiting Lecturer Claim</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain copy until payment processed (should not include bank details) Maximum: Retain copy up to 2 years for operational use (should not include bank details)</b>	Destroy/Delete
<b>Visiting Professor Claim</b>	Finance Related	Action Completion/ Financial Year End	<b>Minimum: Retain copy until processed (should not include copies of passport, a marriage certificate, a divorce degree, a deed poll or statutory declaration) Maximum: Retain copy up to 2 years for operational use (should not include bank details)</b>	Destroy/Delete
<b>Winter Graduation Fee and Receipt</b>	Finance Related	Financial Year End	<b>Retain original receipts and backup paperwork for current financial year + 6 years</b>	Destroy/Delete

# PVC Academic Quality & Student Experience

## The Learning Enhancement Directorate

The Centre for Digital Learning Enhancement

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Boards of Examiners and External Examiner reports	Reports	Academic Year End	Retain for current academic year + 6 years.	Destroy/ Delete
Copies of module content and interactions within Blackboard Learn.	Course Related	Academic Year End	Retain for current academic year + 6 years.	Destroy/ Delete
Documentation of setting assessments, marking and grading, conducting meetings of examiners etc.	Course Related	Academic Year End	Retain for current academic year	Destroy/ Delete
Individual student feedback on academic progress and general academic guidance	Student Related	Academic Year End	Retain until end of student relationship + 6 years	Destroy/ Delete
Individual student marks and grades given to assessments (including awards and classifications)	Student Related	Academic Year End	Completion of student's module or programme + 6 years	Destroy/ Delete
Policies and procedures	Operations & Procedures	Record superseded	Retain until superseded + 10 years (Key Records) Retain from issue of policy or procedure + 1 year (Working Papers)	Destroy/ Delete
Records documenting faults reported by users of Blackboard Learn and action taken to resolve (held in JIRA)	Reports	Action Completion	Retain from last action on fault + 1 year	Destroy/ Delete
Records documenting individual students assessed work and submissions	Student Related	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete
Records documenting submitted/completed assessments: formative assessments		Academic Year End	Retain current academic year	Destroy/ Delete
Records documenting submitted/completed assessments: summative assessments	Student Related	Academic Year End	Retain until confirmation of marks/grades + 6 months.	Destroy/ Delete
Records documenting the design, commissioning, editing and production of publications		Record Creation	Retain from issue of publication + 1 year	Destroy/ Delete
Records documenting the initial development and post implementation modification, updates and maintenance of Blackboard Learn		Action Completion	Retain from decommissioning of system + 5 years	Destroy/ Delete
Records documenting the organisation and administration of local community events		Action Completion	Retain from completion of event + 1 year	Destroy/ Delete

Records held in JIRA documenting handling of queries from prospective students	Student Related	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete
Records in relation to development of CPPD and Postgraduate CPD Framework, PEP and other ADL academic programmes		End of Course / Prog / Module	Retain for the life of the programme or module + 10 years	Destroy/ Delete
Records related to the administration of student assessment including committee servicing	Student Related	Academic Year End	Retain current academic year + 5 years or Life of course + 1 year	Destroy/ Delete
Science Shop Projects including Ulster University student details	Student Related	Academic Year End	Retain until completion of student's module or programme + 10 years	Destroy/ Delete
Student appeals IFP, PGCPD, CPPD, PGCPD, PGCPP	Student Related	Academic Year End	Retain from last action on case + 6 years	Destroy/ Delete
Student Applications for STEP-UP	Student Related	Academic Year End	Successful - Retain until end of student relationship + 6 years Unsuccessful - Retain until completion of admissions process + 1 year.	Destroy/ Delete
Student Applications IFP, PGCPD, CPPD, PGCPD, PgCPP	Student Related	Academic Year End	Unsuccessful - Retain until completion of admissions process + 1 year.	Destroy/ Delete
Student marks IFP, PGCPD, CPPD, PGCPD, PGCPP	Student Related	Academic Year End	Completion of student's module or programme + 6 years	Destroy/ Delete
Student records IFP, PGCPD, CPPD, PGCPD	Student Related	Academic Year End	Retain until completion of student's module or programme + 6 years	Destroy/ Delete
Submitted assessments, marks, grades and feedback in relation to the Professional Experience Programme		Academic Year End	Retain for current academic year + 9 years	Destroy/ Delete
Summaries, reports and analyses of taught programme effectiveness - CPPD, PEP	Course Related	End of Course / Prog / Module	Retain for duration of programme + 5 years	Destroy/ Delete
Teaching and learning material in relation to the Professional Experience Programme		Academic Year End	Retain for current academic year + 9 years	Destroy/ Delete
Turnitin submissions for plagiarism/originality checking.		Academic Year End	Retain for current academic year until end of contract with Turnitin.	Destroy/ Delete
Tutoring in Schools projects to include university student details	Student Related	Academic Year End	Retain until completion of student's module or programme + 10 years	Destroy/ Delete
Copies of online learning content, created by staff at a module level		Academic Year End	Retain for current academic year + 10 years.	Destroy/ Delete
Staff and Student accounts for Blackboard		Academic Year End	Retain for current academic year + 10 years.	Destroy/ Delete
Digital Student Experience Survey	Survey		Current academic year +5 years	Destroy/ Delete
Audio visual recordings of Teaching and Learning events (e.g. Lecture Capture, Panopto)	Operations & Procedures	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete

Consent for audio visual recordings of Teaching and Learning events (e.g. Lecture Capture, Panopto)	Operations & Procedures	Academic Year End	Retain for current academic year + 2 years	Destroy/ Delete
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## The Centre for Curriculum Enhancement and Approval

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
CCEA Annual prize listing	Awards & Prizes	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
CCEA Annual Record of Retention and Disposal of Documents evidencing authorisation for the transfer/disposal of redundant records	Operations & Procedures	Academic Year End	Retain for 40 years in Academic Office Archive.	Destroy/ Delete
Documentation for Internal Audit of Academic Office procedures	Operations & Procedures	Academic Year End	Retain evidence base for current academic year + 1 year. Retain report in AO for 10 years or until updated	Destroy/ Delete
Access Courses queries	Course Related	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete
Annual validation briefing seminar documents	Meeting Papers	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
Course files (servicing panels, reports, follow-up documentation, programme documentation)	Course Related	End of Course / Prog / Module	Retain for the life of the programme or module + 25 years	Destroy/ Delete
Details relating to financial transactions for prizes	Finance Related	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete
Details relating to financial transactions for syllabus searches	Finance Related	Financial Year End	Retain for current financial year + 1 year	Destroy/ Delete
Documentation relating to notification of prize winners and related correspondence	Awards & Prizes	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
Establishment of and revisions to terms and conditions of University prizes	Awards & Prizes	Academic Year End	Retain until end of prize + 1 year. Retain prizes and revisions not approved for current academic year + 5 years.	Destroy/ Delete
Evaluation/Revalidation external panel members expenses	Finance Related	Financial Year End	Retain for current financial year + 6 years	Destroy/ Delete
Evaluation/Revalidation papers and schedules	Meeting Papers	End of Course / Prog / Module	Retain for the life of the programme or module + 10 years	Destroy/ Delete
External Examiner and Recognised Teacher Nominations	Awards & Prizes	Academic Year End	Retain until termination of appointment + 1 year, if approved. Retain for current academic year + 5 years, if unapproved.	Destroy/ Delete

<b>External Reviews (e.g. QAA)</b>	Reports	Record superseded	<b>Retain draft submissions until accepted as final version + 3 months. Retain final version until superseded</b>	Destroy/ Delete
<b>Handbooks for Assessment</b>	Handbooks	Record Creation	<b>Retain for 20 years then transfer to University Archive</b>	Move to Archive
<b>Handbooks for External Examiners</b>	Handbooks	Record Creation	<b>Retain for 20 years then transfer to University Archive</b>	Move to Archive
<b>Handbooks for Members of Evaluation Panels in External Institutions</b>	Handbooks	Record Creation	<b>Retain for 5 years</b>	Destroy/ Delete
<b>Handbooks for Members of Revalidation Panels in External Institutions</b>	Handbooks	Record Creation	<b>Retain for 5 years</b>	Destroy/ Delete
<b>Handbooks for Members of University Evaluation Panels</b>	Handbooks	Record Creation	<b>Retain for 5 years</b>	Destroy/ Delete
<b>Handbooks for Members of University Revalidation Panels</b>	Handbooks	Record Creation	<b>Retain for 5 years</b>	Destroy/ Delete
<b>Handbooks for Partnership</b>	Handbooks	Record Creation	<b>Retain for 20 years then transfer to University Archive</b>	Move to Archive
<b>Handbooks for Programme Approval, Management and Review</b>	Handbooks	Record Creation	<b>Retain for 20 years then transfer to University Archive</b>	Move to Archive
<b>Plagiarism Annual Reports</b>	Operations & Procedures	Academic Year End	<b>Retain for current academic year until superseded + 20 years</b>	Destroy/ Delete
<b>Prospectuses (CCEA copies)</b>	Couse Related	Record Creation	<b>Retain for 40 years to support syllabus searches</b>	Move to Archive
<b>Regulations Templates</b>	Operations & Procedures	Record superseded	<b>Retain until superseded + 10 years</b>	Destroy/ Delete
<b>Syllabus Searches</b>	Course Related	Academic Year End	<b>Retain records of requests and outcomes of individual searches for current academic year + 5 years</b>	Destroy/ Delete
<b>Communities of practice activities</b>	Meeting Papers	End of Group / Committee	<b>Retain for life of CoP + 5 years</b>	Destroy/ Delete



## The Centre for Professional Practice Enhancement

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Attendance records	Admin	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
CPPE Awards applications	Admin	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
Feedback forms/event booklets	Admin	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
Records documenting UKPSF/PSF Fellowship applications, decision making documents/panel sheets/recordings/feedback etc for HEA QA purposes	Admin	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
ENHANCE Recognition Scheme Records	Admin	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
Accredited course administration (Pg Cert HEP & MEd)	Admin	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
GROW CPD Framework records	Admin	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete

## The Centre for Quality Enhancement

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Academic Policies (as approved by committees, or in relation to external agencies)	Operations & Procedures	Record superseded	Retain until superseded + 10 years (Key Records) Retain from issue of policy or procedure + 1 year (Working Papers)	Destroy/ Delete
Annual Course Review (Collaborative Courses) documents	Meeting Papers	End of Group / Committee	Retain for current academic year + 5 years	Destroy/ Delete
Agreements with partner institutions	Operations & Procedures	Academic Year End	Retain copy until superseded or end of agreement + 5 years	Destroy/ Delete
Faculty Subject Partnership Manager Annual Reports	Course Related	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
Institutional Approval/Re-Approval Files	Operations & Procedures	End of Contract / Relationship / Programme	Retain for lifetime of partnership + 5 years	Destroy/ Delete
Module Feedback Survey documents	Course Related	Action Completion	Retain until completion of survey + 5 years	Destroy/ Delete
Module Monitoring documents	Course Related	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
National Student Survey documents	Survey	Action Completion	Retain reports for duration of current survey + 5 years	Destroy/ Delete

<b>PSRB Reports</b>	Reports	End of Contract / Relationship / Programme	<b>Retain for lifetime of relationship + 10 years</b>	Destroy/ Delete
<b>QAA external reviews and audits (including TNE Audit)</b>	Operations & Procedures	Action Completion	<b>Retain until completion of audit + 5 years</b>	Destroy/ Delete
<b>Records containing data on, and analyses of, student numbers and other programme statistics</b>	Student Related	Academic Year End	<b>Retain for current academic year + 5 years</b>	Destroy/ Delete
<b>Records pertaining to Self-Effectiveness Review of Senate</b>	Operations & Procedures	Action Completion	<b>Retain until the completion of two subsequent reviews</b>	Destroy/ Delete
<b>Reviews audits and responses on the quality and standards of teaching, including reports and analysis of module/programme effectiveness</b>	Course Related	Academic Year End	<b>Retain for current academic year</b>	Destroy/ Delete
<b>Student Complaints files</b>	Student Related	Action Completion	<b>Retain from last action on complaint + 5 years</b>	Destroy/ Delete
<b>University Policy Documents</b>	Operations & Procedures	Record superseded	<b>Retain until superseded + 10 years</b>	Destroy/ Delete
<b>Collaborative Provision Annual Conference</b>	Reports	Academic Year End	<b>Retain for + 5 years</b>	Destroy/ Delete
<b>New Partner Proposals</b>	Contracts and Agreements	End of Contract / Relationship / Programme	<b>Retain for life of agreement + 5 years</b>	Destroy/ Delete
<b>External Examiner Review</b>	Examiner Related	Record superseded	<b>Retain until superseded + 5 years</b>	Destroy/ Delete
<b>External Examiner Processing</b>	Examiner Related	End of Contract / Relationship / Programme	<b>Retain until termination of appointment + 5 years</b>	Destroy/ Delete
<b>Recognised Teachers</b>		End of Contract/ Relationship/Program me	<b>Retain from last contact + 5 years</b>	Destroy/ Delete

## Common Activities

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Committee papers	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/ Delete
Steering group papers	Meeting Papers	End of Group / Committee	Retain for life of steering group + 6 years	Destroy/ Delete
Working group papers	Meeting Papers	End of Group / Committee	Retain for life of working group + 5 years	Destroy/ Delete

## Student Academic Affairs Team

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Fitness to Practice Records	Student Related	Academic Year End	1.) Retain from closure of case + 6 years or until end of student relationship + 6 years (Whichever is greater). 2.) Records involving serious misconduct, criminal behaviour, or where required by PSRBs or legal precedent- Retain Permanently	1.) Destroy/ Delete 2.) Move to Archive
Records documenting the conduct and results of disciplinary proceedings against individual students.	Student Related	Academic Year End	Retain from closure of case + 6 years	Destroy/Delete
Records documenting the conduct and results of academic misconduct proceedings against individual students.	Student Related	Academic Year End	Retain from closure of case + 6 years	Destroy/Delete
Records documenting the handling and results of academic appeals by individual students	Student Related	Academic Year End	Retain from closure of case + 6 years	Destroy/Delete
Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Student Related	Academic Year End	Retain from last action + 6 years	Destroy/Delete
Records documenting the handling of formal complaints made by individual students against the institution.	Student Related	Academic Year End	Retain from closure of case + 6 years	Destroy/Delete
Committee papers	Meeting Papers	End of Group / Committee	Retain for life of committee + 5 years	Destroy/ Delete

<b>Steering group papers</b>	Meeting Papers	End of Group / Committee	<b>Retain for life of steering group + 6 years</b>	Destroy/ Delete
<b>Working group papers</b>	Meeting Papers	End of Group / Committee	<b>Retain for life of working group + 5 years</b>	Destroy/ Delete
<b>SAAT Policy documents (Key records)</b>	Operations & Procedures	Record superseded	<b>Retain until superseded + 10 years</b>	Destroy/ Delete
<b>SAAT Strategy, Policy, Procedure development documents (Working papers)</b>	Operations & Procedures	Record superseded	<b>Retain from issue of strategy, policy or procedure + 1 year</b>	Destroy/ Delete
<b>Master copies of procedures</b>	Operations & Procedures	Record superseded	<b>Superseded + 5 years</b>	Destroy/ Delete

## The Library Directorate

<b>Record Description</b>	<b>Category</b>	<b>Trigger Event</b>	<b>Retention Policy</b>	<b>Disposal Method</b>
<b>Bids for external funding</b>	Library Finance Records	End of Contract / Relationship	<b>Retain from termination of contract + 6 years</b>	Destroy/ Delete
<b>Bids for internal funding</b>	Library Finance Records	Financial Year End	<b>Retain for current financial year + 6 years</b>	Destroy/ Delete
<b>Comments and suggestions</b>	Library Records	Action Completion	<b>Retain for 3 years</b>	Destroy/ Delete
<b>Digitised materials within Special Collections</b>	Library Records		<b>Retain permanently</b>	Move to Archive
<b>Economic Appraisals</b>	Library Finance Records	End of Contract / Relationship	<b>Retain from termination of supply contract awarded + 6 years</b>	Destroy/ Delete
<b>Exam papers</b>	Library records	Academic Year End	<b>Retain for current academic year + 5 years</b>	Destroy/ Delete
<b>Financial planning and forecasts</b>	Library Finance Records	Financial Year End	<b>Retain for current financial year + 5 years</b>	Destroy/ Delete
<b>Financial records: receipts, claims</b>	Library Finance Records	Financial Year End	<b>Retain for current financial year + 6 years</b>	Destroy/ Delete
<b>Fixed Asset Register data</b>	Library Records	Action Completion	<b>Retain until asset is recorded as disposed of/obsolete</b>	Destroy/ Delete
<b>FOI responses and backup data</b>	Library Records	Action Completion	<b>Retain from completion of preparation of response + 3 years</b>	Destroy/ Delete

Library Asset Inventory	Library Records	Action Completion	Retain until asset is recorded as disposed of/obsolete	Destroy/ Delete
Library Authored Web Content	Library Records		Retain in line with the Library Web Content Policy	Destroy/ Delete
Library membership requests	Library Records	Action Completion	Retain until processed	Destroy/ Delete
Library Risk Register	Library Records	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
Library Strategy and Policies: Key records (Including Archive and Collections Management)	Operations & Procedures	Record superseded	Retain until superseded + 5 years	Destroy/ Delete
Licences and Contracts	Library Records	Record superseded	Retain until superseded/expired + 12 years. Retain permanently where there are post-contract clauses and rights.	Destroy/ Delete
LMS bibliographic and request records	Library Records		Retain permanently	Move to Archive
LMS Borrower records	Library Records	Financial Year End	Retain for current financial year + 6 years, then anonymised	Destroy/ Delete
LMS documentation	Library Records	Record superseded	Retain until superseded	Destroy/ Delete
Major projects	Library Records	End of Contract / Relationship	Retain for duration of project + 5 years	Destroy/ Delete
Performance measurement records	Library Records	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Purchase order records	Library Records	Financial Year End	Retain for current financial year + 6 years	Destroy/ Delete
Reading list content	Library Records	Academic Year End	Retain for current academic year + 3 years	Destroy/ Delete
Reading list documentation	Library Records	Action Completion	Retain until processed	Destroy/ Delete
Records of expenditure of research grants	Library Finance Records	Financial Year End	Retain for current financial year + 6 years or as required by funder	Destroy/ Delete
Successful Tenders	Library Finance Records	End of Contract / Relationship	Retain from termination of contract + 6 years	Destroy/ Delete
Unsuccessful Tenders	Library Finance Records	Start of Contract / Award	Retain from award of supply contract + 1 year	Destroy/ Delete
Usage data	Library Records	Calendar Year End	Retain for current calendar year + 10 years	Destroy/ Delete
User Enquiry documentation	Library Records	Academic Year End	Retain for current academic year + 1 year	Destroy/ Delete
User surveys	Library Records	Action Completion	Retain until completion of the survey, retain anonymised full data set (responses) + 10 years (reports)	Destroy/ Delete
Library Strategy, Policies and Procedures: Working papers (Including Archive and Collections Management)	Operations & Procedures	Record Creation	Issue of document + 1 year	Destroy/ Delete

<b>Library Procedures: Master Copies (Including Archives and Collections Management)</b>	Operations & Procedures	Record superseded	<b>Superseded + 3 years</b>	Destroy/ Delete
<b>Records documenting the development and establishment of the selection criteria for records to be preserved as archives.</b>	Library Records		<b>Life of archives</b>	Move to Archive
<b>Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.</b>	Library Records		<b>Life of records</b>	Move to Archive
<b>Records documenting the accessioning of records acquired for preservation as archives.</b>	Library Records		<b>Life of archives</b>	Move to Archive
<b>Records documenting the institution's scheme of arrangement for its archives.</b>	Library Records		<b>Life of records arranged according to the scheme</b>	Move to Archive
<b>Records documenting the development of the institution's standard descriptive model for its archives.</b>	Library Records		<b>Life of records described using the model</b>	Move to Archive
<b>Records containing the descriptions of the records held as archives.</b>	Library Records		<b>Life of records</b>	Move to Archive
<b>Records documenting the monitoring and control of the storage of archives.</b>	Library Records	Academic Year End	<b>Current year + 1 year</b>	Destroy/ Delete
<b>Records documenting the movement of archives from/to storage.</b>	Library Records	Action Completion	<b>Return of items + 1 year</b>	Destroy/ Delete
<b>Requests for access to archives.</b>	Library Records	Action Completion	<b>Last action on request + 1 year</b>	Destroy/ Delete
<b>Records documenting conservation work undertaken on items in the archives.</b>	Library Records		<b>Life of records</b>	Move to Archive
<b>Records documenting authorisation for the disposal of de-accessioned records.</b>	Library Records	Action Completion	<b>Completion of disposal process + 6 years</b>	Destroy/ Delete
<b>Records documenting the development and maintenance of specialised finding aids to promote and facilitate access to (items in) the archives.</b>	Library Records	Record superseded	<b>Superseded</b>	Destroy/ Delete
<b>Records documenting the design and distribution of promotional materials to raise awareness and encourage use of (items in) the archives.</b>	Library Records	Record superseded	<b>Superseded</b>	Destroy/ Delete
<b>Records documenting enquiries about (items in) the archives, and the responses provided.</b>	Library Records	Action Completion	<b>Last action on enquiry + 1 year</b>	Destroy/ Delete
<b>Records documenting the selection and use of items from the archives by institutional staff (e.g. for teaching events, publications, exhibitions).</b>	Library Records	Academic Year End	<b>Current + 5 years</b>	Destroy/ Delete

Records documenting the selection and use of items from the archives by third parties (e.g. for exhibitions, publications, television programmes).	Library Records	Action Completion	Last action on project + 5 years	Destroy/ Delete
Records documenting loans of items from the archives to third parties.	Library Records	End of Agreement	Termination of loan + 6 years	Destroy/ Delete
Records documenting the design and development of promotional materials.	Library Records	Action Completion	While materials are current	Destroy/ Delete
Records documenting the design and implementation of promotional events.	Library Records	Action Completion	Last action on event + 5 years	Destroy/ Delete
Records documenting the receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are rejected.	Library Records	Action Completion	Last action on request / proposal + 1 year.	Destroy/ Delete
Records documenting the receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are authorised.	Library Records	Action Completion	Completion of use + 5 years.	Destroy/ Delete
Records documenting the authorised use of collections or objects, and actions taken to facilitate, monitor or control use (e.g. checking environmental conditions, handling / operating objects; taking samples from objects).	Library Records	Action Completion	Completion of use + 5 years.	Destroy/ Delete

## Student and Graduate Success

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Disability services ASN for non-students	Student Related	Academic Year End	Retain until confirmation is received that the student is not attending Ulster University	Destroy/ Delete
Disability services student file documents	Student Related	Academic Year End	Retain until end of student relationship + 6 years	Destroy/ Delete
Student funding applications	Student Related	Record superseded	Retain for current financial year + 6 years	Destroy/ Delete
Student funding payment records	Student Related	Financial Year End	Retain for current financial year + 6 years	Destroy/ Delete

Student Support Operational and Policy records	Operations & Procedures	Record superseded	Retain until superseded + 3 years	Destroy/ Delete
Support provider application form reference		Record Creation	Retain from provision of reference + 1 year	Destroy/ Delete
Support provider information		Record superseded	Retain until superseded	Destroy/ Delete
Support provider interview notes		Action Completion	Retain for up to 1 year or until recruitment process is complete	Destroy/ Delete
Support provider learning plans		End of Contract / Relationship	Retain until termination of employment + 6 years (as part of employee contract records) except information that is not relevant to the on-going employment relationship.	Destroy/ Delete
Support provider personal documentation		End of Contract / Relationship / Programme	Retain until the Support Provider withdraws or is withdrawn from the Register	Destroy/ Delete
Support provider statement of agreement		Record Creation	Retain for 3 years	Destroy/ Delete
Support provider student information	Student Related	Record Creation	Retain for 3 years	Destroy/ Delete
Support provider work records	Student Related	Academic Year End	Retain for current year + 7 years	Destroy/ Delete
Student Wellbeing Services Records	Student Related	Academic Year End	Retain for current year + 7 years	Destroy/ Delete
Support Application Management Records	Student Related	Academic Year End	Retain for current year + 7 years	Destroy/ Delete
Management of reasonable adjustment recommendations (RARs)	Student Related	Academic Year End	Retain for current year + 7 years	Destroy/ Delete
Operational Reports	Reports	Academic Year End	Retain for current academic year + 5 years	Destroy/ Delete
Regulatory Compliance	Operations & Procedures	Record Creation	Retain for 15 months	Destroy/ Delete



<b>Student Employability Records</b>	Student Related	Academic Year End	<b>Retain for current academic year + 1 year</b>	Destroy/ Delete
<b>EDGE Award Records</b>		Record Creation	<b>Retain for current academic year + 7 years</b>	Destroy/ Delete
<b>Student Careers Advice (CV Development, Interview skills)</b>	Student Related	Academic Year End	<b>Retain for current academic year + 5 years</b>	Destroy/ Delete
<b>Placement Management Records</b>	Student Related	Record Creation	<b>Retain for current academic year + 7 years</b>	Destroy/ Delete
<b>Employability Metrics</b> (HESA Graduate Outcomes, Annual Employability Survey, Reporting of course employability metrics)	Reports	Academic Year End	<b>Retain for current academic year + 3 years</b>	Destroy/ Delete
<b>Graduand Employment Metrics</b> (Annual Graduate Exit Survey Reports)	Reports	Academic Year End	<b>Retain for current academic year + 3 years</b>	Destroy/ Delete
<b>Alumni Engagement Records</b>		Academic Year End	<b>Retain for current academic year + 7 years</b>	Destroy/ Delete
<b>Employer Engagement Records</b>		Academic Year End	<b>Retain for current academic year + 7 years</b>	Destroy/ Delete
<b>Enterprise Placement Intervention Records</b>	Student Related	Academic Year End	<b>Retain for current academic year + 1 year</b>	Destroy/ Delete
<b>Global Mobility Interventions Records</b>	Student Related	Academic Year End	<b>Retain for current academic year + 1 year</b>	Destroy/ Delete
<b>Graduate Boost Intervention Records</b> (Registration of disabled graduates, Matching disabled graduates to employers)	Student Related	Academic Year End	<b>Retain for current academic year + 1 year</b>	Destroy/ Delete
<b>Copies of proposals submitted to the Department of the Economy and associated paperwork</b>	Reports	Financial Year End	<b>Retain for current financial year + 1 year, retain anonymised data +10 years</b>	Destroy/ Delete

<b>Records containing rounded data on, and analyses of student numbers, early leavers, leave of absence and other programme statistics</b>	Reports	Academic Year End	<b>Retain for current academic year + 5 years</b>	Destroy/ Delete
<b>Surveys and questionnaires relating to Student Success Centre activities</b>	Survey	Record superseded	<b>Retain until superseded or 1 year, retain anonymised full data set + 10 years</b>	Destroy/ Delete
<b>Anonymised student surveys and transcripts of case study interviews</b>	Survey	Record superseded	<b>Retain until superseded or current academic year + 10 years</b>	Destroy/ Delete
<b>Induction bookings timetable</b>		Academic Year End	<b>Retain for current academic year + 5 years</b>	Destroy/ Delete
<b>Committee Papers</b>	Meeting Papers	End of Group / Committee	<b>Retain for life of committee + 5 years</b>	Destroy/ Delete
<b>Student Registrations in Canvas VLE</b>	Student Related	Academic Year End	<b>Retain for current academic year + 1 year</b>	Destroy/ Delete
<b>Case Notes and Timelines of Student Interventions</b>	Student Related	Action Completion	<b>Retain from last action on case + 5 years</b>	Destroy/ Delete
<b>Student Success Centre Project Workbook</b>	Project	End of Project	<b>Retain for duration of project + 10 years</b>	Destroy/ Delete

# PVC Research

## Research and Impact

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Records that develop and establish strategy, policies and procedures on research (Key Records)	Operations & Procedures	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
Records and working papers that develop and establish strategy, policies and procedures on research and research funded projects	Operations & Procedures	Record superseded	Retain until issue of new strategy, policy or procedure + 1 year	Destroy/ Delete
Identification, costing and exploration of new research opportunities (Unsuccessful) which do not lead to research projects	Projects	Action Completion	Retain until last action + 5 years	Destroy/ Delete
Identification, costing and exploration of new opportunities (Successful) which lead to research projects	Projects	Action Completion	Retain until completion of project	Destroy/ Delete
Design and planning of research projects (Not undertaken)	Projects	Action Completion	Retain until the abandonment or unsuccessful funding of plans + 1 year 5 years???	Destroy/ Delete
Design and planning of research projects which are undertaken (Incl EU Funded): key records	Projects	Action Completion	Retain until completion of project + 10 years	Destroy/ Delete
Design and planning of research projects which are undertaken (Incl EU Funded): Working papers	Projects	Action Completion	Retain until completion of project	Destroy/ Delete
Records documenting spending of research grants		End of Contract / Relationship / Programme	Retain until termination of grant + 6 years or as stipulated by the funder	Destroy/ Delete
Records documenting the development of the quality and standards of research	Operations & Procedures	Action Completion	Retain while current	Destroy/ Delete
Records documenting the management of internally-funded research projects	Projects	Action Completion	Retain until completion of project + 3 years	Destroy/ Delete
REF Records		Record superseded	Retain until superseded + 10 years	Destroy/ Delete
•Consultancy projects records •Records documenting the management of externally-funded research projects Records documenting database management and maintenance for research projects	Projects	Action Completion	Retain until completion of project + 6 years or as stipulated by the funder	Destroy/ Delete

<b>Sponsor information/ Funder Information</b>	Donor and Sponsor Related	Academic Year End	<b>Retain for current academic year + 5 years Retain until termination of grant + 6 years</b>	Destroy/ Delete
<b>Preparation/ submission of funding applications (Unsuccessful) does not result in the offer of a funding award</b>	Contracts and Agreements	Action Completion	<b>Receipt of notification that application was unsuccessful + 1 year 5 years???</b> <b>Date of Funder decision + 5 years</b>	Destroy/ Delete
<b>Final versions of publications and presentations made to disseminate research results (NOT interim or final research reports).</b>	Reports	Action Completion	<b>Retain until publication/Delivery + 3 years</b>	Destroy/ Delete
<b>Working papers for the preparation of publications, audio-visual presentations etc. to disseminate research results (NOT interim or final research reports).</b>	Reports	Action Completion	<b>Retain until publication/Delivery + 1 year</b>	Destroy/ Delete
<b>Preparation/ submission of funding applications (Successful) results in the offer of a funding award</b>	Contracts and Agreements	Action Completion	<b>Completion of project (i.e. termination of award) + 6 years (or period stated by funder/s)</b>	Destroy/ Delete
<b>Records documenting the development of the institution's research programmes.</b>	Operations & Procedures	End of Contract / Relationship / Programme	<b>Life of programme + 10 years</b>	Destroy/ Delete
<b>Routine monitoring of external developments and trends to inform the development of the institution's research programmes.</b>	Operations & Procedures	Academic Year End	<b>Current academic year + 1 year</b>	Destroy/ Delete
<b>Records documenting the formation and management of partnerships and other collaborative arrangements to undertake research.</b>	Operations & Procedures	End of Contract/ Relationship/ Programme	<b>Life of partnership/arrangement + 6 years</b>	Destroy/ Delete
<b>Records documenting the development of the institution's internal quality assurance processes.</b>	Operations & Procedures		<b>Retain while current</b>	Destroy/ Delete
<b>Conduct and results of formal internal and external reviews of research quality, and responses to the results.</b>	Reports	Academic Year End	<b>Current academic year + 5 years</b>	Destroy/ Delete
<b>Reports of routine internal and independent reviews of research programmes.</b>	Reports	Academic Year End	<b>Current academic year + 5 years</b>	Destroy/ Delete
<b>Records documenting the conduct of all other research funded by all other organisations.</b>	Projects	Action Completion	<b>Completion of project + 10 years (date of last funding payment + 10 years for projects funded by the European Union)</b>	Destroy/ Delete
<b>Data on, and analyses of, student numbers and other programme statistics.</b>	Reports	Academic Year End	<b>Current academic year + 3 years</b>	Destroy/ Delete
<b>Records documenting the conduct of formal assessments of work undertaken by research students.</b>	Student Related	End of Contract/ Relationship/ Programme	<b>Completion of student's programme + 6 years</b>	Destroy/ Delete

Academic advice and guidance to individual students on the selection of research subjects and on the progress and standard of their work.	Student Related	End of Contract/ Relationship/ Programme	Completion of student's programme + 6 years	Destroy/ Delete
Records documenting awards and classifications, including reviews in response to notifications of mitigating circumstances or academic appeals.		Academic Year End	Current academic year + 6 years	Destroy/ Delete
Records documenting the appointment of supervisors for research students.	Staff Related	End of Contract/ Relationship/ Programme	Termination of appointment + 1 year	Destroy/ Delete
All forms of Assessable Research Output (e.g.: Publications, Artefacts, Patents, Books, etc)		Record Creation	Retain permanently	Move to Archive
Data sharing agreements, Human Tissue Transfer agreements	Contracts and Agreements	End of Contract / Relationship / Programme	Retain for lifespan of agreement +10 years	Destroy/ Delete
Records documenting the conduct of research funded by the Medical Research Council, except where other requirements are specified.	Operations & Procedures	Action Completion	Completion of project + 10 years	Destroy/ Delete
Records documenting the conduct of clinical or public health studies funded by the Medical Research Council, except specific categories of records in studies for which consent was obtained.	Operations & Procedures	Action Completion	Completion of project + 20 years	Destroy/ Delete
Records documenting the protocol, the consent procedure, the participants and adverse effects in all studies (for which consent was obtained) funded by the Medical Research Council.	Operations & Procedures	Action Completion	Completion of project + 30 years	Destroy/ Delete
Committee Papers	Meeting Papers	End of Group/ Committee	Retain for the life of committee + 5 years	Destroy/ Delete
Working Groups/ Steering Group Papers	Meeting Papers	End of Group/ Committee	Retain for the life of group + 5 years	Destroy/ Delete
Meeting Minutes	Meeting Papers	Academic Year End	Retain for 10 years	Destroy/ Delete
Audit Records	Reports	Action Completion	Retain from completion of audit +5years	Destroy/ Delete
Report Records	Reports	Record superseded	Retain until superseded + 10 years	Destroy/ Delete
POP Records (Proof of Principle)	Project		Retrain until abandonment or unsuccessful funding of plans +1 year	Destroy/ Delete
POC Project records (Proof of Concept)	Project	End of Contract/ Relationship/ Programme	Life of Programme + 10 years	Destroy/ Delete

<b>Amended Student's Programme to Research Project</b>	Project	End of Contract / Relationship / Programme	<b>Completion of research project + 6 years</b>	Destroy/ Delete
<b>Post grad researchers student files</b>	Student Related	End of Contract/ Relationship/ Programme	<b>Retain until completion date + 6 years</b>	Destroy/ Delete

## Sustainability and Corporate Social Responsibility

<b>Record Description</b>	<b>Category</b>	<b>Trigger Event</b>	<b>Retention Policy</b>	<b>Disposal Method</b>
<b>Sustainability Steering Group Committee records</b>	Meeting Papers	End of Group/ Committee	<b>Retain for the life of the committee + 5 years</b>	Destroy/Delete
<b>Corporate Social responsibility Working Group</b>	Meeting Papers	Record superseded	<b>Retain until superseded + 10 years</b>	Destroy/Delete
<b>Sustainable Travel for Business Review Group</b>	Meeting Papers	Record superseded	<b>Retain until superseded + 10 years</b>	Destroy/Delete
<b>Annual Sustainability Report</b>	Reports	Record superseded	<b>Retain until superseded + 10 years</b>	Destroy/Delete
<b>Progress Summary report records</b>	Reports	Record superseded	<b>Retain until superseded + 10 years</b>	Destroy/Delete
<b>Steering Group papers</b>	Meeting Papers	End of Group/ Committee	<b>Retain for the life of the steering group + 5 years</b>	Destroy/Delete

## University Provost

### Campus Life- Commercial Services

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Facilities Licences and Certificates	Operations& Procedures	Record superseded	Retain until superseded	Destroy/ Delete

### Campus Life- Riverside Theatre

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Riverside Theatre Box Office Records		Academic year end	Retain for current academic year + 6 years	Destroy/ Delete
Riverside Youth Theatre Records		Action completion	Retain while current	Destroy/ Delete
Sales/ Email Marketing campaigns		Action completion	Completion of campaign + 3 years	Destroy/ Delete
Supplier payments	Finance Related	Financial year end	Retain for current financial year + 6 years	Destroy/ Delete
Artist/ Promoter/ Company Contracts	Finance Related	Financial year end	Retain for current financial year + 6 years	Destroy/ Delete

### Campus Life- Residential Life

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Accommodation Bookings (Term time & Summertime) Transfers/Withdrawals/Inventory/Wellbeing - Student Accommodation-Records documenting the establishment of formal contractual relationship between institutional accommodation and students	Contracts and agreements	End of Contract / Relationship	Termination of contract + 6 years	Destroy/ Delete
UU Partner Applications			Agreed- End of licence + 6 years. Not agreed- Current year +1	Destroy/ Delete

Head Lease (HLS)- Enquiries from current and prospective landlords	Contracts and agreements	Action completion	Retain from last action + 1 year	Destroy/ Delete
Head Lease (HLS)- Successful landlord applications	Contracts and agreements	Record Superseded	Superseded by the contract if accepted (see contracts)	Destroy/ Delete
Head Lease (HLS)- Unsuccessful landlord applications	Contracts and agreements	Start of academic year	Institute rejects property- Start of academic year. Landlord rejects property- Start of academic year + 1 year	Destroy/ Delete
Short term accommodation bookings	Contracts and agreements	Academic year end	Retain for current academic year + 6 years	Destroy/ Delete
Records documenting the development and establishment of the institution's accommodation allocation plan and policy for the corresponding year.	Operations & Procedures	Record Superseded	Superseded + 10 years	Destroy/ Delete
Records documenting the student's application to accommodation provided by institution's accommodation: Successful applications/ Unsuccessful applications	Contracts and agreements	Superseded/ Start of academic year	Successful applications-Superseded by the contract if accepted. Unsuccessful applications- Start of academic year + 1 year	Destroy/ Delete
Accommodation enquiries-prospective and current students.		Academic year end	Current academic year + 2 years	Destroy/ Delete
Inventories- Records documenting the room facilities associated with the contracted room and common areas.	Operations & Procedures	Academic year end	End of academic year + 6 years	Destroy/ Delete
Records documenting the development and establishment of institution's accommodation rents for the corresponding year.	Operations & Procedures	Record Superseded	Superseded + 10 years	Destroy/ Delete
Records documenting the collation of students in list format for information purposes: Business need.	Operations & Procedures	Superseded/ Academic year end	Superseded or end of academic year	Destroy/ Delete
Records documenting landlord's proposed contractual arrangement: Agreed/ Not agreed	Contracts & agreements	End of Contract / Relationship	Agreed- End of licence + 6 years. Not agreed- Current year + 1 year	Destroy/ Delete
Landlord records documenting- invoices/records of remedial and compliance work, bank details.	Contracts & agreements	End of Contract / Relationship	End of licence + 6 years	Destroy/ Delete
Records documenting the establishment of formal contractual relationship between institution and landlord.	Contracts & agreements	End of Contract / Relationship	Termination of contract + 6 years	Destroy/ Delete
Records documenting landlord property ownership for information purposes: Business need.	Operations & Procedures	Record Superseded	While current + 1 year	Destroy/ Delete
Records documenting the landlord/company landlord name and address; contact details, in list format for information purposes: Business need (landlord lists).	Operations & Procedures	Superseded/ Academic year end	Superseded or end of academic year	Destroy/ Delete
Rent assessments-records documenting the development and establishment of proposed rents offered to landlords for the corresponding year	Operations & Procedures	Record Superseded	Superseded + 1 year	Destroy/ Delete



## Campus Life- Sports Services

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Customer Bookings	Finance Related	Academic year end	Retain for current financial year + 6 years	Destroy/ Delete
Sports Development Schemes		Action completion	Successful and Unsuccessful applications retained until completion of application process + 1 year	Destroy/ Delete
Customer Membership data Course/ Class Enrolments		End of Contract / Relationship	Retain Until end of Membership + 6 years	Destroy/ Delete
Customer Complaints	Operations & Procedures	Action completion	Retain from last action on case + 6 years	Destroy/ Delete
Performance Services Sessions PARQ Forms		End of Contract / Relationship	Retain Until end of Customer Relationship + 6 years	Destroy/ Delete

## Campus Life- Common Activities

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Records documenting the development and establishment of the institution's Campus Life strategy and policies: key records.	Operations & Procedures	Superseded	Superseded + 5 years	Destroy/ Delete
Records documenting the development and establishment of the institution's Campus Life strategy, policies and procedures: working papers.	Operations & Procedures	Record Creation	Issue of document + 1 year	Destroy/ Delete
Master copies of procedures relating to the management of Campus Life.	Operations & Procedures	Record Superseded	Superseded + 3 years	Destroy/ Delete
Events/ Conferences	Operations & Procedures	Academic year end	Retain for current academic year + 1 year	Destroy/ Delete
Surveys	Survey	Action completion	Retain from completion of survey + 3 years	Destroy/ Delete
MS Forms		Academic year end	End of current academic year	Destroy/ Delete

## Development and Alumni Relations Office

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Application forms – scholarships and awards	Student Related	Start of Contract / Award	Retain from date of award + 2 years	Destroy/ Delete
Application forms - telephone fundraising campaigns	Student Related	End of Contract / Relationship	Retain for duration of campaign + 2 years	Destroy/ Delete
Donor information	Donor and Sponsor Related	End of Contract / Relationship	Retain from last date of funding + 10 years	Destroy/ Delete
Sponsor information	Donor and Sponsor Related	End of Contract / Relationship	Retain from last date of funding + 10 years	Destroy/ Delete
Records documenting the development and establishment of the institution's alumni relations strategy and policies: key records.	Operations & Procedures	Record Superseded	Superseded + 5 years	Destroy/ Delete
Records documenting the development and establishment of the institution's alumni relations strategy, policies, procedure: working papers.	Operations & Procedures	Record Creation	Issue of strategy, policy, procedure + 1 year	Destroy/ Delete
Master copies of procedures relating to alumni relations.	Operations & Procedures	Record Superseded	Superseded + 3 years	Destroy/ Delete
Records containing personal data on individual alumni.	Alumni Related	End of Contract / Relationship	Retain while current (or likely to be current)	Destroy/ Delete
Summary (anonymised) statistical records of alumni	Alumni Related	Academic year end	Current year + 10 years	Destroy/ Delete
Alumni communications- Records documenting the design, planning and production of official alumni communications.	Alumni Related	Record Creation	Issue of communication + 1 year	Destroy/ Delete
Records documenting enquiries from alumni and the responses provided.	Alumni Related	Action Completion	Last action on enquiry + 1 year	Destroy/ Delete
Unsolicited feedback from alumni, the internal handling of this feedback and the responses provided.	Alumni Related	Action Completion	Last action on feedback + 1 year	Destroy/ Delete
Records documenting the design and conduct of alumni surveys.	Survey	Action Completion	Completion of survey + 3 years	Destroy/ Delete
Results of alumni surveys: individual responses	Survey	Action Completion	Completion of analysis of survey responses	Destroy/ Delete
Results of alumni surveys: summaries and analyses of responses	Survey	Action Completion	Completion of survey + 3 years	Destroy/ Delete
Records documenting the handling of complaints from alumni.	Operations & Procedures	Action Completion	Last action on complaint + 6 years	Destroy/ Delete
Records documenting the planning and impact/results of institutional events for alumni.	Events	Action Completion	Completion of event + 3 years	Destroy/ Delete

Records documenting the organisation and administration of institutional events for alumni.	Events	Action Completion	Completion of event + 1 year	Destroy/ Delete
Requests from alumni associations for financial or other support, the internal handling of these requests and the responses provided.	Associated Body	Action Completion	Last action on request + 1 year	Destroy/ Delete
Records documenting the administration of financial and other support given to alumni organisations.	Associated Body	Financial year end	Current financial year +1 year	Destroy/ Delete
Requests for contact details for alumni, action taken, and the responses provided.	Alumni Related	Action Completion	Last action on request + 1 year	Destroy/ Delete

## Regional and Community Engagement

Record Description	Category	Trigger Event	Retention Policy	Disposal Method
Records documenting the institution's membership of organisations/ local community organisations.		End of group/ Committee	Retain until termination of membership + 1 year	Destroy/ Delete
Records documenting the institution's participation in the activities of external organisations/ local community organisations (including committees).		End of group/ Committee	Retain until termination of involvement + 1 year	Destroy/ Delete
Enquiries from members of the local community/ public and the responses provided.		Action Completion	Retain from last action of enquiry + 1 year	Destroy/ Delete
Unsolicited feedback from members of the local community/ public, the internal handling of this feedback and the responses provided.		Action Completion	Retain from last action on feedback + 1 year	Destroy/ Delete
Complaints from members of the local community/ public, the internal handling of these complaints and the responses provided.		Action Completion	Retain from last action on complaint + 1 year	Destroy/ Delete
Community forum members records		Action Completion	Retain from last action on case + 6 years	Destroy/ Delete